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ABSTRACT

A project was conducted to strengthen the existing occupational guidance program in the St. Bernard Parish middle and high schools in Chalmette, Louisiana. Eight externship counselors were placed into a rotating externship with key businesses, industries, and trades within the surrounding communities so that a closer partnership could be established between the schools and the world of work. The performance of these counselors was studied in comparison to the performance of a group of counselors who did not participate in the program. Expected outcomes of the project included more opportunities for career exploration at the middle schools and enhanced job placement services at the high school level. Major evaluation findings indicated that (1) excellent externship sites were located and used, (2) participating counselors and extern site personnel responded very positively toward project activities, (3) participating counselors made significantly greater gains on a survey instrument measuring the extent services were provided students than did the comparison group, and (4) students counseled by participating counselors did not make any greater gain on a needs assessment questionnaire than did students counseled by non-participating counselors. The project was considered effective in developing a partnership between the schools' guidance programs and the world of work and in changing perceptions of participating counselors but not as effective as desired in changing the perceptions of the students counseled. It was recommended that the experimental design measuring the effects on participating students be improved. (Author/BM)

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Final Report

Project No. 498AH70006
Grant No. G007701484

EFFECTIVENESS OF EXTERNSHIPS FOR COUNSELORS IN THE WORLD OF WORK

Thomas R. Warner, Ed.D.
St. Bernard Parish School System
Chalmette, Louisiana

March 1979

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U.S. Department of Health, Education and Welfare
Bureau of Occupational and Adult Education
Division of Research and Demonstration

U.S. DEPARTMENT OF HEALTH,
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Abstract

The purpose of this project was to strengthen the existing occupational guidance program in the St. Bernard Parish middle and high schools. The program included eight externship counselors, two from middle schools and six from the high schools. The counselors were placed into a rotating externship with key businesses, industries, and trades within St. Bernard Parish and adjacent parishes so that a closer partnership could be established between the schools and the world of work. The performance of the externship counselors was studied in comparison to the performance of a group of counselors who did not participate in the Externship Program. The expected outcomes of the project included more opportunities for career exploration at the middle schools and enhanced job placement services at the high school level.

The major evaluation findings indicated that (1) excellent externship sites were located and used, (2) participating counselors and extern site personnel responded very positively toward project activities, (3) participating counselors made significantly greater gains on a survey instrument measuring the extent services were provided students than did a comparison group of counselors not involved in the project, and (4) students counseled by participating counselors did not make any greater gain on a needs assessment questionnaire than did students counseled by non participating counselors.

It was concluded that (1) the project was effective in developing a partnership between the LEA's counseling and guidance program and the world of work, (2) the project was successful in changing perceptions of the participating counselors, (3) the project was not as successful as desired in changing the perceptions of the students being counseled, and (4) the experimental design measuring the effects on participating students needed to be improved.

It was recommended that the project be continued another year and that the experimental design to measure student achievement be changed. The project activities developed and conducted indicate promising ways for any school district to bridge the gap between the educational world and the world of work.

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PART I: STATISTICAL DATA

Name of Project: Effectiveness of Externships for Counselors in the World of Work

Dates: Beginning 7/1/77 Ending 12/31/78

Grant Number: G007701484

Project Number: 498AH70006

Persons Responsible for Report: Thomas R. Warner, Ed.D.

Negotiated Budget for Project Year: $34,000.00

Total Amount Expended: $34,000.00

PART II: NARRATIVE

A. Introduction

The St. Bernard Parish Program of Effectiveness of Externships for Counselors in the World of Work was initiated to strengthen the existing occupational guidance and counseling program in the St. Bernard Parish middle and high schools. Specifically, the project placed a stratified random sample of St. Bernard Parish counselors into a rotating externship with key businesses, industries, and trades within the parish so that a closer partnership might be established between the schools and the world of work. The performance of these counselors was studied with the performance of a comparison group of counselors who did not participate in the externship program.

The purpose of this year-end report is to describe the degree to which the project objectives were accomplished. The report also includes background information, a description of the program and program activities. Emphasis is given to the evaluation findings and accomplishments.

B. Background Information

One of the eight priority areas of the FY77 Research Projects in Vocational Education was developing comprehensive systems of guidance, counseling, placement, and follow-through services. The specific concern of this project was closing the gap between counselor knowledge about the world of work and the needs of students for accurate occupational and career information.

A review of the research revealed that teachers and counselors lack familiarity with the world of work beyond their own careers. Although some have questioned the relationship between knowledge of occupations and future success, research suggests that there is a very definite relationship.

The purpose of this project was to strengthen the existing occupational guidance program in the St. Bernard Parish middle and high schools. The project included eight externship counselors, two from middle schools and six from the high schools. The counselors were placed into a rotating externship with key businesses, industries, and trades within the parishes so that a closer partnership could be established between the schools and the world of work. The performance of the externship counselors was studied in comparision to the performance of a group of counselors who did not participate in the externship program. The expected outcomes of the project included more opportunities for career exploration at the middle school and enhanced job placement services at the high school level.

C. Locale

Extending to the easternmost tip of Louisiana, St. Bernard Parish is a composite, cultural embodiment of the deep South and south Louisiana's early French and Spanish settlers. Historically significant because of its area role in the War of 1812, St. Bernard may be considered as a fringe city parish in that its borders are contiguous with the New Orleans metropolitan area. The parish has experienced a tremendous increase in population in recent years due to a great influx from the City of New Orleans. The area represented by the participating schools was formerly largely rural. The population supported itself primarily by trapping, fishing, and farming activities. Now, however, a major percentage of the population derives its livelihood from industries located in the metropolitan area of the parish and from various occupations within the City of New Orleans. St. Bernard Parish has a population of 55,000, which is approximately 1.5 percent of the state's total. Over 13,000 students are enrolled in 17 public schools, and an additional 2,000 students are enrolled in the private and parochial schools of the parish. All schools participating in the project are non-graded, with emphasis on individualized instruction.

D. Program Objectives

The overall goal of the project was to provide opportunities to the participating counselors to learn more about the jobs and the world of work in the businesses, industries, and trades within the St. Bernard Parish. From these experiences, the counselors could better assist students in making appropriate and meaningful career choices. The specific program objectives are stated below:

1. To identify key businesses, industries, and trades within St. Bernard Parish that will serve as sites for the counselor externships,
2. To train the personnel from the businesses, industries, and trades in procedures for supervising the counselor externships,
3. To orient the counselors with regard to the objectives and activities of their externships,
4. To provide for each counselor an externship that allows for a rotation through key parish businesses, industries, and trades,
5. To provide counselors with appropriate post-externship activities that will assist them in planning, implementing, and evaluating their programs, and
6. To assess experimentally the effectiveness of the project.

E. Description of Program Variables

1. Personnel Variables

The personnel involved in the externship program included the experimental counselors, the control counselors, and project administrators. Each group is described below:

a. Counselors in experimental group

A total of eight counselors were involved in the program. Two of the counselors were in the middle schools while six were in working in the high schools of the parish. Table 1 presents descriptive information about the participating counselors.

Table 1: DESCRIPTIVE INFORMATION ABOUT THE COUNSELORS INVOLVED IN THE ST. BERNARD PARISH COUNSELOR EXTERNSHIP PROGRAM

NAME	POSITION	SEX		RACE		DEGREE	EXPERIENCE
		M	F	N	W		
Lenette Ladner	Andrew Jackson High School		X		X	MS	7
Diane Crespo	Andrew Jackson High School		X		X	MS	13
Nerli Grather	Chalmette High School		X		X	MS	12
Louis Baudin	Chalmette High School	M			X	MS	9
Maxine Theriot	St. Bernard High School		X		X	MS	17
Tommie Powell	St. Bernard Middle School	X		X		MS	12
Earline Eugene	P.G.T. Beauregard High		X	X		MS	12
Gayle Hunter	Chalmette Middle School		X		X	MS	9

b. Counselors in control group

Seven counselors were selected to be in the control group. These counselors did not participate in the externship activities. Three of the counselors were in the middle schools and four were working in in the high schools. Table 2 presents descriptive information about the counselors in the control group.

Table 2: DESCRIPTIVE INFORMATION ABOUT THE CONTROL GROUP OF COUNSELORS IN THE ST. BERNARD PARISH COUNSELOR EXTERNSHIP PROGRAM

NAME	POSITION	SEX		RACE		DEGREE	YEARS OF EXPERIENCE
		M	F	N	W		
John Maracich	N.P. Trist Middle School	X			X	BA	11
Marlene Constanza	Arabi Park Middle School		X		X	MS	21
Tony DiVincenti	Millaudon Middle School	X			X	MS	14
Keri Lagarde	Andrew Jackson High School		X		X	MS	9
Jeannette Abadie	Andrew Jackson High School		X		X	MS	15
Rose Adams	Chalmette High School		X		X	MS+30	24
Joycelyn Lauto	P.G.T. Beaure-High School		X		X	MS	7

c. Project Administrators

Two administrators were involved in the program. The project director was the assistant superintendent of schools and a counselor coordinator was use to correlate all of the externship activities. Descriptive information about the administrative personnel is shown in Table 3.

Table 3: DESCRIPTIVE INFORMATION ABOUT THE ADMINISTRATORS INVOLVED IN THE ST. BERNARD PARISH COUNSELOR EXTERNSHIP PROJECT

NAME	POSITION	SEX		RACE		DEGREE	YEARS OF EXPERIENCE
		M	F	N	W		
Thomas Warner	Project Director	X			X	Ed.D.	20
Bob Nuss	Counselor Coordinator	X			X	MS	24

d. Advisory Council

An advisory council was organized to involve the community in the program. The names of the members of the advisory council and their areas of representation are shown below:

Dr. Thomas Warner, Assistant Superintendent

Mr. Robert Scafidel, Curriculum Coordinator

Mr. Joseph Kearney, Supervisory of Testing and Guidance

Mr. Ernie Jones, Assistant Principal, St. Bernard High School Vocational-Technical Center

Mr. Robert Nuss, Counselor Coordinator

Mr. Ralph Mylie, Vocational-Technical Teacher

Mr. Tommy Powell, Middle School Coordinator

Mr. Louis Baudin, High School Counselor

Mr. Perry Berthelot, Graduate

Mr. Harold Lagarde, Tony's Hardware

Mr. Alden Frederickson, Murphy Oil

Mr. Chuck Kilgore, Tenneco

Mr. Willie Davis, Tenneco

Mr. Michael Colletti, Amax

Mr. Jack Muller, Boh Bros.

Mr. Pat Chutz, Graduate

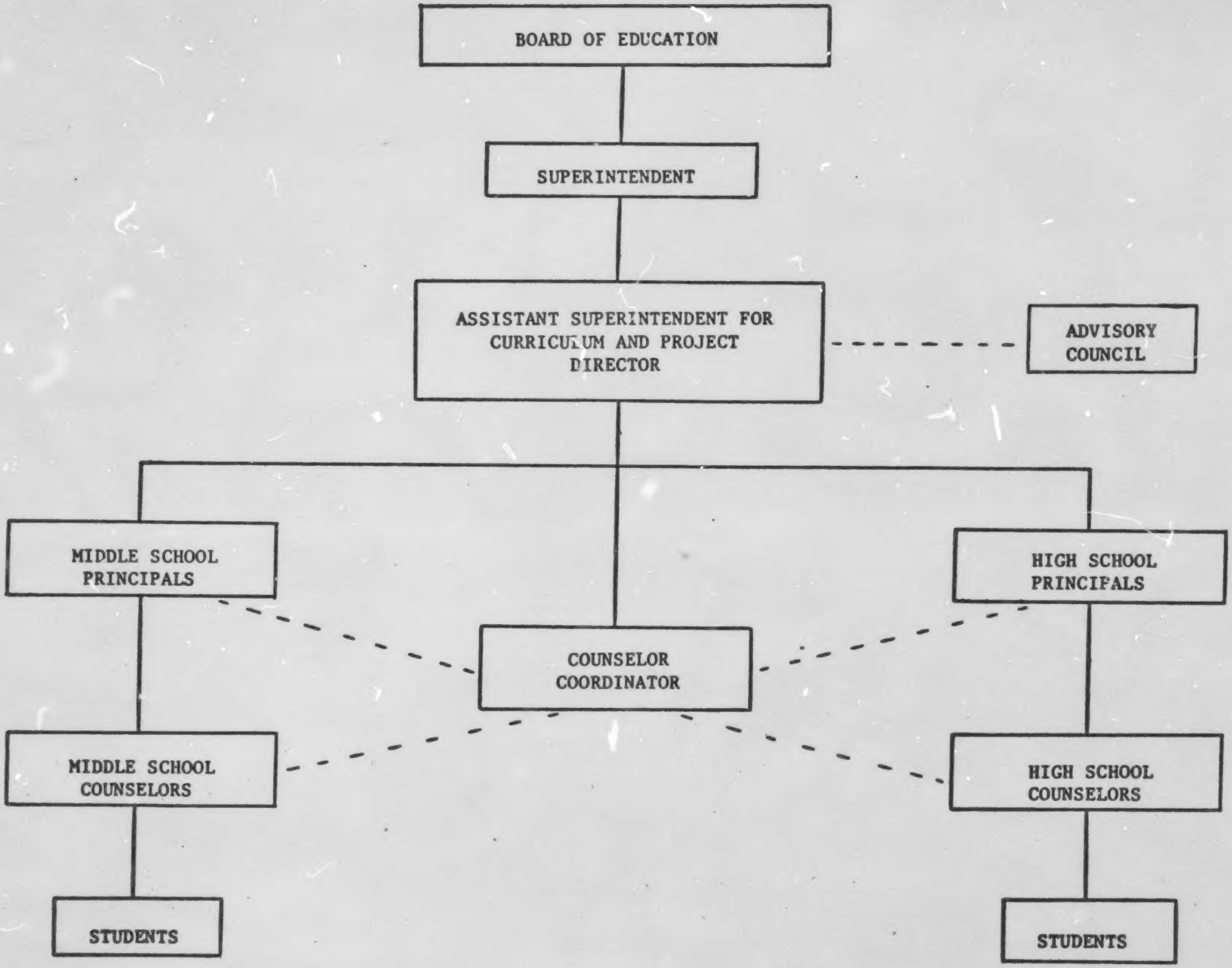
2. Process Variables

The process variables in the St. Bernard Counselor Externship Program consisted of those elements by which the project objectives were achieved. In the Externship Project, these variables were the organization, program activities, facilities, and program costs. They are described below:

a. The Organizational Structure

The project was designed to improve the counselors' knowledge of the world of work as a means of providing students with more accurate occupational and career information. The counselors were placed in a rotating externship with key businesses, industries, and trades within the parish and surrounding areas to establish a closer partnership between the schools and the world of work.

Project administration was under the direction of a director, the assistant superintendent, who was responsible to the parish superintendent. The counselor coordinator was responsible for coordinating program activities and reporting to the project director. The project was organized as shown in the following figure:


BOARD OF EDUCATION
SUPERINTENDENT
ASSISTANT SUPERINTENDENT FOR CURRICULUM AND PROJECT DIRECTOR
ADVISORY COUNCIL
MIDDLE SCHOOL PRINCIPALS
HIGH SCHOOL PRINCIPALS
COUNSELOR COORDINATOR
MIDDLE SCHOOL COUNSELORS
HIGH SCHOOL COUNSELORS
STUDENTS
STUDENTS

b. Program Activities

A number of activities were conducted during the operation of the project. In the evaluation sections of this report, a detailed description is presented on most of the project activities. A summary of the major program activities conducted during the operation of the project is shown below:

(1) The administrative staff of the St. Bernard Parish School District was oriented to program, its purposes and its outcomes.

(2) An advisory council was organized and used to help coordinate project activities, disseminate information, and to provide input from the community.

(3) A group of guidance counselors were selected to be involved in externship training activities. The purpose of the activities was to help the counselors learn about the work world in which students in the school system would enter when they left the school system.

(4) Several businesses and industrial firms located in the geographical area agreed to be sites for externship training for the selected group of guidance counselors.

(5) The counselors participating in the program visited the externship sites and learned about the kinds of jobs people worked in at the sites, the requirements of the jobs, the benefits of the jobs, and job opportunities.

(6) After the counselors visited externship sites, they met and planned ways to utilize the information in counseling students and in group guidance activities.

(7) Program evaluation activities were conducted to see if the guidance needs of participating counselors and student were fulfilled to a greater extent than were the guidance needs of non-participating counselors and students.

c. Facilities

No special facilities, outside of those in existence, were needed in the operation of this program. The regular school systems' counselor's offices, vocational education facilities, and classrooms were used by project participants. The businesses and industrial firms providing externship learning sites were firms operating in St. Bernard Parish or in adjacent parishes.

d. Program Costs

The budget for the Externship Program is noted below:

EXPENDITURE CATEGORY	AMOUNT		
	Federal	Matching	Total
Personnel -			
Project Director (40% time)		$13,200.00	
Coordinator of Counselors (100%)	$23,450.00		
Project Secretary		7,500.00	$44,150.00
Travel -			
Local Travel for Staff of Coordinator - 1000 miles @ 16 cents per mile	1,600.00		
Local Travel for Director		500.00	
Out of State Travel to Vocational Conference, Washington, D.C.	400.00		2,500.00
Supplies -			
Guidance and Counseling Materials for Students; Professional Materials for Counselors (books, journals, monographs, kits); Office Supplies	2,000.00		2,000.00
Contractual -			
Instrument Design, Research Data Collection and Analysis, Project Evaluation	2,600.00		2,600.00
Other -			
Testing (Vocational & Occupational Test Materials), Dissemination of Final Report	2,535.78		2,535.78
Total Direct Charge	$32,585.78		32,585.78
Indirect Charge (4.34%)	1,414.22		1,414.22
TOTAL	$34,000.00	$21,200.00	$55,200.00

F. Planned Evaluation

The evaluation plan was designed to assess student achievement, to measure professional growth and competency, and to determine program effectiveness. Details of the evaluation plan are presented in the evaluation design summary charts found in Appendix A.

PART III: PROGRAM EVALUATION RESULTS:

In this section, each objective will be stated as it appeared in the application, followed by a statement of how the objective was measured and a summary analysis of the data collected.

Objective One: To identify key businesses, industries, and trades within St. Bernard Parish that will serve as sites for the counselor externships

To measure the extent to which this objective was achieved, an identification form including the name of the business, location, contact person, type of industry, number of employees, and date of externship visitation, was developed. This type of information was collected for all project sites in St. Bernard Parish and adjacent parishes involved in the counselor externship program. A summary is shown in Table 4. Appendix B provides details about each business.

Table 4: A SUMMARY OF THE KEY BUSINESSES, INDUSTRIES, AND TRADES WITHIN ST. BERNARD PARISH AND ADJACENT PARISHES THAT SERVED AS SITES FOR THE COUNSELOR EXTERNSHIP PROJECT

NAME	LOCATION	CONTACT	TYPE OF INDUSTRY	NUMBER OF EMPLOYEES	DATE OF EXTERNSHIP VISITATION
1. Amax Corp.	Braithwaite, Louisiana	Mr. Roland Desroche	Nickel, Copper and by Products	over 600	12/7/77
2. Marietta	New Orleans, Louisiana	Mr. John Williams	Government	1750	12/14/77
3. Dept. Agric. Natl. Credit Corporation	New Orleans, Louisiana	Mr. Jim Leachman	Computer and Statistical Services	1000-1100	12/14/77
4. Murphy Oil Company	Meraux, Louisiana	Mr. Roy Larson	Refining Crude Oil	186	1/20/78
5. Kaiser Aluminum Corporation	Chalmette, Louisiana	Mr. Joseph Englert	Reduction Plant	2650	1/23/78
6. Marine Service, Inc.	New Orleans, Louisiana	Mr. Charles Ridgdell	Ship-Building	150	3/28/78
7. Services, Inc.	Arabi, Louisiana	Mr. Ray Willhoft	Transport ships up and down river	53	3/18/78
8. Halter Marine Service, Inc.	New Orleans, Louisiana	Mr. Buddy Hebert	Ship-Building	380	5/02/78
9. Lou-Con, Inc.	Meraux, Louisiana	Erwin Aucoin	Mechanical Construction & Pipe fitting	300	5/02/78
10. Albach Co., Inc.	Chalmette, Louisiana	Mr. Craig Taffaro	Custom Steel Fabricating	35	5/02/78
11. Dixie Well Service, Inc.	Floressant, Louisiana	Mr. Richard Barr	Sell & Deliver Oil Field Equipment	10	6/09/78
12. Tenneco Oil Co.	Chalmette, Louisiana	Mr. Chuck Kilgore	Transforms crude Oil Into Salable Products	500	10/30/78

The information in Table 4 indicates that twelve extern sites were identified and visited by the extern counselors. Four of the businesses were small having between 10 and 150 employees. Four of the businesses were medium sized having between 150 and 500 employees. The remaining four businesses employed over 600 employees. Thus, varying kinds and sizes of businesses and industrial firms were used as externship sites for counselor training. Since many students graduating or leaving the St. Bernard School System desire to work with these or simliar companies, the choice of sites was excellent.

Objective two: To train the personnel from the businesses, industries, and trades in procedures for supervising the counselor externs

To measure the achievement of this objective, data was collected on each session where Mr. Bob Nuss, Counselor Coordinator, met with personnel from the project sites. Mr. Nuss conducted each session. The topics addressed at each session included: (1) General Area of Work; (2) Needed Entry Skills/Job Qualifications; (3) General and Specific Working Conditions; (4) Job Market Trends; (5) Procedures for Securing a Job; and (6) Resource Personnel, Materials. Table 5 shows the businesses involved, date of training session, and persons in attendance. Detailed information on each training session is provided in Appendix C. The responses from the externship site personnel in regard to the training and the subsequent visits are shown under Objective four.

Table 5: SUMMARY OF BUSINESSES INVOLVED, DATE OF TRAINING SESSION, AND PERSONS IN ATTENDANCE

	BUSINESS	DATE OF TRAINING	PERSONS IN ATTENDANCE
1.	Amax Corporation	Nov. 16, 1977	Bob Nuss, Roland Desroche, Mike Colletti
2.	Dept. of Agriculture National Credit Corp.	Nov. 18, 1977	Bob Nuss, Jim Leachman, Adrian Arceneaux, Mrs. Althea Florek
3.	Marietta Corp.	Nov. 18, 1977	Bob Nuss, John Williams, Greg Navarro
4.	Kaiser Aluminum Corp.	Jan. 5, 1978	Bob Nuss, Joseph Englert, Frank Krauss, Mrs. Muriel Offan
5.	Murphy Oil Co.	Jan. 11, 1978	Bob Nuss, Roy Larson, Allden Frerickson, Phillippe Suarey
6.	Halter Marine Services, Inc.	Feb. 23, 1978	Bob Nuss, Charles H. Ridgdell, Leonard Ceolina
7.	Port Ship Services Inc.	March 14, 1978	Bob Nuss, Ray Willhoft, Ray Willhoft, Jr.
8.	Lou-Con Inc.	April 24, 1978	Bob Nuss, Erwin Aucon
9.	Albach Co., Inc.	April 25, 1978	Bob Nuss, Craig Taffaro, Scott Owen
10.	Dixie Well, Inc.	June 1, 1978	Bob Nuss, Richard Barr
11.	Tenneco Oil Co.	Oct. 30, 1978	Bob Nuss, Chuck Kilgore, Paul Floth

Objective three: To orient the counselors with regard to the objectives and activities of their externships

To achieve this objective, four meetings were held with the participating counselors, school personnel and advisory council members. On November 7, 1977, an advisory council meeting for vocational education was held. Representatives of local businesses, industries, and trades were in attendance. They were presented an overview of the externship project.

On November 14, 1977, a second advisory council meeting was held. Mr. Nuss reviewed the counselor coordinator activities. The members discussed the duties and responsibilities of the Externship Advisory council.

Following the advisory council meetings, two orientation sessions were conducted. During the November 17, 1977, meeting, all counselors were given an overview of the project and an explanation of activities to be conducted. Participating counselors were then selected. The program director and counselor coordinator conducted this meeting. On December 1, 1977, the program director conducted the second orientation session with the extern counselors. An overview of the vocational-technical courses offered by St. Bernard Parish schools was provided. Following this, the counselors made on-site visits to each facility and business, industry or trade offered in the school system. Appendix D provides a detailed summary of each of these meetings.

Objective four: To provide for each counselor an externship that allows for a rotation through key parish businesses, industries, and trades.

To achieve objective four the participating counselors visited the twelve externship sites on a rotating schedule. Table 6 shows the place of visitation and date of visitation. Detailed information on each visit is provided in Appendix E including a narrative summary of the counselors' impressions of their visit.

Table 6: THE PLACE AND DATE FOR THE EXTERNSHIP VISITS

EXTERNSHIP SITE	DATE OF VISITATION
Amax Corporation	December 7, 1977
Martin Marietta Corporation	December 14, 1977
Department of Agriculture	December 14, 1977
Murphy Oil Corporation	January 20, 1978
Kaiser Aluminum	February 23, 1978
Halter Marine - Paris Road	March 27, 1978
Port Ship Services	March 29, 1978
Lou-Con, Inc.	May 2, 1978
Albach Company	May 2, 1978
Halter Marine - Gentilly	May 2, 1978
Dixie Well Service, Inc.	June 9, 1978
Tenneco Oil Company	October 30, 1978

At the end of the project, the contact person in each extern site was given a feedback questionnaire about their involvement in the externship program. A summary of the responses is shown on Table 7. Item 8 lists comments and/or suggestions given by the respondents on ways to improve the program.

Table 7: A SUMMARY OF BUSINESSMEN'S RESPONSES TO A FEEDBACK QUESTIONNAIRE CONCERNING THEIR INVOLVEMENT IN THE EXTERNSHIP PROJECT

STATEMENT	RESPONSES					
	YES		NO		DON'T KNOW	
	NO.	%	NO.	%	NO.	%
1. Did you understand the purposes of the counselors' visit to your business?	11	100				
2. Was it difficult to schedule the visit of the counselors?	2	18	9	82		
3. Did the counselors spend enough time at your business to gain information about jobs?	10	91			1	9
4. Did the counselors seem interested in learning about your business and in the type of jobs in your business?	11	100				
5. Did you provide the counselors with written information or other kinds of information about jobs in your business?	7	70	4	36		
6. Are you willing to provide schools with information about jobs in your business?	11	100				
7. Do you think the externship program is worthwhile and should be continued?	11	100				

8. Please list any suggestions that you have for improving the externship program:

   - Communication between both groups was very good.
   - Expose as many educators as possible - rotate participants on continuing basis.
   - Program should be continued; problem today is too many white collar workers with low income wages and not enough blue collar workers who could earn a large income.
   - Externship program very worthwhile; young people need all the guidance and direction we can provide.
   - I feel the school should be made aware on a quarterly basis of the type of crafts which local industry has a need for.
   - Detail and emphasize participation with business community in pre-term teacher orientation. Utilize business speakers for this segment.
   - Prepare brochure for counselors/teachers.
   - Greater involvement with business leaders is desirable and advantageous.
   - Send business feedback questionnaires immediately after the visit.

The businessmen were asked to respond to an eight-question feedback questionnaire. The first seven questions concerned the businessmen's understanding and involvement in the program. The responses to these questions were very positive. All of the respondents were willing to provide schools with information about jobs in their business. All respondents also felt the externship program was worthwhile and should be continued. The eighth question was an open ended question asking for suggestions for improving the externship program. These suggestions also indicate a very positive response to the program.

Objective five: To provide counselors with appropriate post externship activities that will assit them in planning, implementing, and evaluating their programs

To assess the extent that objective five activities were beneficial, counselors were given two feedback questionnaires.

Following the counselors' December 1, 1977, visit to the Vocational Technical School and T & I classes, each participating counselor was asked to provide feedback information of their visit. An analysis of the narrative responses of the counselors indicated that all of the feedback was very positive.

The counselors were given a second feedback questionnaire at the completion of the project. They provided feedback to the project director on their externship experiences in the program. The questionnaires had three types of questions. In Part I, the counselors responded to statement concerning their experience. In Part II, a rating was made on each extern site, and Part III allowed the participating counselors to make suggestions on how to improve the program. A summary of these responses is shown in Table 8. Copies of the questionnaires used are shown in Appendix F.

Table 8: A SUMMARY OF COUNSELOR RESPONSES TO A FEEDBACK QUESTIONNAIRE CONCERNING THEIR INVOLVEMENT IN THE EXTERNSHIP PROJECT

(Part I)

STATEMENT	ALL OF THE TIME		MOST OF THE TIME		SOME OF THE TIME		NONE OF THE TIME	
	NO.	%	NO.	%	NO.	%	NO.	%
1. Did you understand the purposes of the externship program?	7	78			2	22		
2. Before you went to visit an externship site, did you know what you were suppose to learn from the visit?	8	100						
3. Did you spend enough time at the externship site to learn what you needed to learn?	4	44	5	56				
4. Did you feel the personnel at the externship site were glad to have you visit them?	5	56	4	44				
5. Did you use the information you learned at the externship sites to help students?	6	67	3	33				
6. Do you think the externship program should be continued?	9	100						
Total	39	74	12	23	2	3		

(Part II)

7. Rate the value of each of the externship site visits

PLACE OF VISIT	EXCELLENT		GOOD		AVERAGE		POOR	
	NO.	%	NO.	%	NO.	%	NO.	%
a. Amax Corporation	7	88	1	12				
b. Marietta Corporation	2	22	5	56	2	22		
c. Dept. of Agriculture	6	75	1	12½	1	12½		
d. Murphy Oil Corporation	4	80	1	29				
e. Kaiser Aluminum	4	100						
f. Halter Marine - Paris Rd.	3	33	5	56	1	11		
g. Port Ship Services	6	67	3	33				
h. Lou-Con, Inc.	4	44	5	56				
i. Albach Company	2	22	5	56			2	22
j. Halter Marine - Gentilly	6	67	3	33				
k. Dixie Well Service, Inc.	5	83	1	17				
l. Tenneco Oil Company	7	100						
Total	60	63	30	31	4	4	2	22

(Part III)

8. Please make suggestions on how the externship program might be improved.

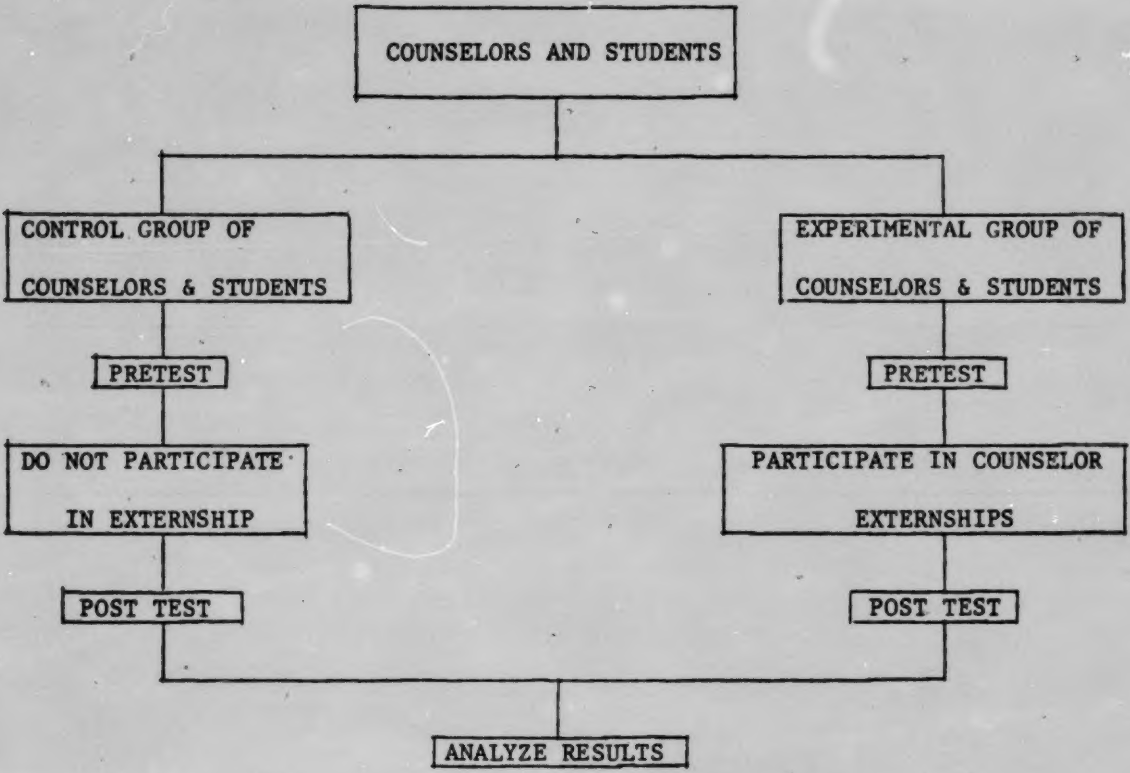
    - Let interested students visit externship site.
    - Develop an externship booklet for students.
    - Would like to visit facilities where mostly women are employed.
    - Include classroom teachers on the on-site visits.
    - Bring businesses into the schools.
    - Limit on-site visits to three.
    - Instruct counselors as to their role in the study and provide materials to carry out objectives.
    - More counselors and teachers participate.
    - Larger variety of places to visit (extend boundries outside of parish).
    - Information collected by counselor and teachers should be presented to students.
    - Time should be provided for counselors to share how they used the information gained in order to enhance their program.

The first part of the feedback questionnaire asked six questions about the counselors' understanding and involvement in the program. For each questions the counselor responded on a four-point scale ranging from "all of the time" to "none of the time". A summary of responses shows 74 percent of the responses were in the "all of the time" category, while 23 percent of the responses were "most of the time". Only 3 percent of the responses were "some of the time."

Part two of the questionnaire asked the counselors to rate their externship site visits on a four-point scale ranging from "excellent" to "poor". The data show 63 percent "excellent" responses, 31 percent "good", 4 percent "average", and 2 percent "poor". This suggests a very positive experience during the on-site visits. Part three of the questionnaire was open ended responses the counselors had for improving the externship program.

Objective six: To assess experimentally the effectiveness of the project

To assess the effectiveness of the project, two types of measures were collected. The first measure was a guidance and counseling appraisal instrument which was given to students. This instrument collected data concerning the student's opinion of the extent that his/her guidance and counseling needs were being fulfilled. The instrument was a modified version of a summary developed and used by the Louisiana State Department of Education in a statewide assessment program. The second instrument collected data concerning the opinion of counselors on the extent they were providing services to students in fulfilling their guidance and counseling needs. The experimental design used to measure objective six is shown in the following diagram:


COUNSELORS AND STUDENTS
CONTROL GROUP OF COUNSELORS & STUDENTS
EXPERIMENTAL GROUP OF COUNSELORS & STUDENTS
PRETEST
PRETEST
DO NOT PARTICIPATE IN EXTERNSHIP
PARTICIPATE IN COUNSELOR EXTERNSHIPS
POST TEST
POST TEST
ANALYZE RESULTS

The control and experimental groups of counselors were selected from the schools identified in Section II E of this report. The experimental and control students were students that were being counseled by the respective control and experimental groups of counselors.

Pretests were given to the control and experimental groups of counselors in April, 1978, and post tests were administered in December, 1978. The experimental and control groups of students completed the pretest questionnaire in March, 1978, and the post test questionnaire in December, 1978. Table 9 presents a comparison of the counselor responses on the questionnaire while Table 10 presents a comparison of the student responses. School comparisons are shown in Table 11. A copy of the questionnaires used is found in Appendix F.

Table 9: COMPARISON OF PRE AND POST COUNSELOR RESPONSES BY EXPERIMENTAL AND CONTROL GROUPS ON A QUESTIONNAIRE MEASURING EXTENT THAT COUNSELORS ARE PROVIDING STUDENT NEEDS

GROUP	N	PRETEST MEAN	POST TEST MEAN	DIFFERENCE	"t"
Experimental	8	1.925	2.695	+ .770	7.165
Control	6	2.027	1.87	- .157	-1.739

Table 10: COMPARISON OF PRE AND POST STUDENT RESPONSES BY EXPERIMENTAL AND CONTROL GROUPS ON A QUESTIONNAIRE MEASURING EXTENT THAT STUDENT NEEDS ARE BEING FULFILLED

GROUP	N	PRETEST MEAN	POST TEST MEAN	DIFFERENCE
Experimental	215	1.91	2.07	.16
Control	215	1.36	1.54	.18

Table 11: COMPARISON OF PRE AND POST STUDENT RESPONSES BY EXPERIMENTAL AND CONTROL GROUPS ON A QUESTIONNAIRE MEASURING EXTENT THAT STUDENT NEEDS ARE BEING FULFILLED, BY SCHOOL

	EXPERIMENTAL				CONTROL			
		MEAN				MEAN		
SCHOOL	N	PRE	POST	DIFF.	N	PRE	POST	DIFF.
Beauregard	15	1.63	1.74	.11	16	1.72	1.86	.14
Andrew Jackson	54	1.63	1.95	.32	22	1.86	2.06	.20
St. Bernard	41	1.82	2.05	.23	52	1.78	2.30	.52
Chalmette	105	2.12	2.19	.07	63	2.07	2.17	.10

Data in Table 9 shows that the counselors in the program made a much greater gain on the assessment questionnaire than did the control group of counselors. In fact, the mean posttest score of the control group of counselors was less than their mean pretest score. The gain made by the experimental group of counselors was significant at the .01 level of confidence. This means that the difference would occur less than one time out of 100 by chance. Thus, the program was effective in helping counselors to more adequately provide counseling and guidance services to their students.

Information in Table 10 and 11 indicates that students involved with the participating counselors showed little change in regard to fulfillment of their guidance and counseling needs. Thus, posttest scores were only slightly higher than their pretest scores. The control group of students made as much gain as did the experimental students. Data in Table 11 shows the variations in students gains by school. It should be noted that the pretest mean scores of the experimental students were considerably higher than the mean pretest scores of the control students. This might suggest that the experimental student's needs were being fulfilled to a greater extent in the beginning and thus, it would be more difficult for them to make as great a gain as the control group who started at a lower level. It should also be noted that the length of time between the pre and post tests was only nine months of which three were summer months.

PART IV. A SUMMARY OF THE FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS

A. Summary of Findings

1. The staff of the externship project for counselors were successfully able to identify suitable sites for counselor externships in varying kinds and sizes of businesses and industrial firms within the locale of the school district.
2. Extern site personnel responded positively toward the externship program as their responses on a feedback questionnaire were very positive in relation to their understanding of the program, the program activities, the value of the program, and their willingness to continually participate in such a program.
3. Counselors participating in the externship program responded positively toward the program as their responses on a feedback questionnaire were very positive in relation to their understanding of the program, the program activities and utilization of the information with students.
4. The participating counselors' ratings of the externship sites visits varied. Two sites received unanimous ratings of excellent while one site received poor ratings by 22 percent of the participants. Ninety-four percent of all ratings on the value of the externship sites were "good" or "excellent".
5. Extern site personnel and counselors made suggestions for improving the externship program and both groups expressed a desire to see the program continued and expanded.

6. The counselors participating in the program made greater improvements on a questionnaire measuring the extent they were providing services to students in fulfilling their needs than did a group of counselors not participating in the program.
7. Over a nine-month period of time, students counseled by counselors participating in the program did not make any greater gain on a needs assessment questionnaire than did students counseled by non participating counselors.
8. There was considerable difference in the mean pretest scores of the two groups on the student assessment questionnaire.

B. Conclusions

The following conclusions are suggested from the evaluation findings:

1. The project was effective in developing a partnership between the LEA's counseling and guidance program and the world of work.
2. Program activities were mutually satisfying to participating counselors and the business and industrial personnel.
3. The project was successful in changing the perceptions of the participating counselors concerning their ability to help fulfull the counseling and guidance needs of the students they counseled.

4. The project was not as successful as desired in changing the perceptions of students concerning the extent their guidance and counseling needs were being fulfilled.
5. The evaluation design for measuring the effects on the participating students needs to be strengthened.

C. Recommendations

From the evaluation findings and the conclusions the following recommendations are made:

1. Because of the positive responses from participating personnel involved in the program and the positive effects on participating counselors, the experimental program needs to be continued another year.
2. To effectively measure the influence of project activities on students, students should be placed in control and experimental groups on the basis of random assignment.
3. It is recommended that the project staff and participating counselors review the suggestions for improving the program made in this report and incorporate those that are feasible into the program.
4. The project staff and participating counselors should review the activities conducted with students after their externship experiences to see if they can more appropriately apply the externship experiences in helping students.
5. Consideration should be given concerning retesting of experimental and control group students during the next school year to determine whether any long range effects exist due to participation in the Externship Project.

APPENDICES

APPENDIX A

Evaluation Plan

EVALUATION DESIGN SUMMARY CHART

	MEASUREMENT INSTRUMENTS			DATA COLLECTION PROCEDURES		
PERFORMANCE OBJECTIVE	Name/Type of Instrument	Date Instrument to be Completed	Baseline Data	Target Group	Scheduled Date(s)	Person Responsible
1. To identify key businesses, industries, and trades within St. Bernard Parish that will serve as sites for the counselor externships	Identification form	At the time the site has been located	Information will be collected on name of business, location, contact person, type of industry, and number of employees	N/A	Throughout Project	Project Director and Counselor Coordinator
2. To train the personnel from the businesses, industries, and trades in procedures for supervising the counselor externships	Training report and Feedback Questionnaire	-At the completion of the training session -Two weeks prior to first training session	-Information on training topics -Positive and negative responses towards the program	Contact Personnel at externship site	At completion of training	Counselor Coordinator
3. To orient the counselors with regard to the objectives and activities of their externships	Agenda and Minutes of Orientation Meetings	Agenda to be completed one week prior to meeting and minutes by one week after meeting	Topics covered at orientation meeting	Participating counselors	Nov.-Dec. 1977	Project Director and Counselor Coordinator
4. To provide for each counselor an externship that allows for a rotation through key parish businesses, industries, and trades	Record of places visited Feedback Questionnaire	-At the completion of the visit -Two weeks prior to first visit	-Information on activities done on visits -Positive and negative responses towards visits	Participating counselors	Throughout Project	Project Director and Counselor Coordinator

EVALUATION DESIGN SUMMARY CHART

	MEASUREMENT INSTRUMENTS			DATA COLLECTION PROCEDURES		
PERFORMANCE OBJECTIVE	Name/Type of Instrument	Date Instrument to be Completed	Baseline Data	Target Group	Scheduled Date(s)	Person Responsible
5. To provide counselors with appropriate post-externship activities that will assist them in planning, implementing, and evaluating their programs	Minutes of meetings Feedback questionnaire	-At completion of meeting -By October 15, 1978	-Topics covered at meetings -Positive and negative responses towards program	Participating counselors	Throughout project	Counselor Coordinator
6. To assess experimentally the effectiveness of the project	-Student assessment questionnaire -Counselor assessment questionnaire	Already Available	-Extent students' guidance needs are being fulfilled -Extent counselors are fulfilling student guidance needs	Participating students, & a control group of students Participating counselors and a control group of counselors	Pre Assessment March 1978 Post Assessment December 1978	Project Director

APPENDIX B

Businesses, Trades and Industries

Externship Sites

AMAX CORPORATION

NAME

Amax Corporation

LOCATION

Post Office Box 1336
Braithwaite, Louisiana 70040

CONTACT

Mr. Roland Desroche - Personnel - Public Relations
Presentations: Roland Desroche

TYPE OF INDUSTRY

Produces diversified natural resources — production of needed raw materials, metals and energy minerals, nickel, copper, by-products, cobalt.

NUMBER OF EMPLOYEES

Over 600 employed

DATE OF EXTERNSHIP VISITATION

December 7, 1977

MARIETTA CORPORATION

NAME

Marietta Corporation

LOCATION

Michoud Operation
Department 3100
Post Office Box 29304
New Orleans, Louisiana 70189

CONTACT

Mr. John Williams
Presentation by: Greg Navarro

TYPE OF INDUSTRY

Fabrication - Government contracted - Trades involved are: air conditioning, welding, machinist, assembly mechanics, sheet metal.

NUMBER OF EMPLOYEES

1/50

DATE OF EXTERNSHIP VISITATION

December 14, 1977

DEPARTMENT OF AGRICULTURE (NATIONAL CREDIT CORPORATION)

NAME

Department of Agriculture (National Credit Corporation)

LOCATION

Michoud Operation
Post Office Box 60000
New Orleans, Louisiana 70160

CONTACT

Mr. Jim Leachman, Personnel Director
Presentations by: Mr. Adrian Arceneaux, Assistant Personnel Director
Mrs. Althea Florek, Assistant Personnel Director

TYPE OF INDUSTRY

Clerical and technical nature - Federal Agency that provides computer and statistical services to businesses in need. Federal Financial Reports, Budgets and Payroll Checks.

NUMBER OF EMPLOYEES

1000-1100

DATE OF EXTERNSHIP VISITATION

December 14, 1977

MURPHY OIL COMPANY

NAME

Murphy Oil Company

LOCATION

Post Office Box 100
Meraux, Louisiana 70075

CONTACT

Mr. Roy Larson, Administration Personnel Director
Mr. Allden Frederickson, Chemist - Environmentalist
Mr. Phillippe Suarez, Chemist - Process Engineer
Presentations: All three men involved.

TYPE OF INDUSTRY

Refining crude oil - natural gas - by products

NUMBER OF EMPLOYEES

Administration	35
Maintenance and Operation	- 151
TOTAL	186

DATE OF EXTERNSHIP VISITATION

January 20, 1978

KAISER ALUMINUM CORPORATION

NAME

Kaiser Aluminum Chemical Corporation (Chalmette Works)

LOCATION

Post Office Box 1600
Chalmette, Louisiana 70044

CONTACT

Mr. Joseph Englert - Public Relations
Mr. Frank Krauss
Presentations by: Frank Krauss, Joseph Englert, Muriel Offan and Karl Fandal.

TYPE OF INDUSTRY

Aluminum reduction plant - molten aluminum - ingots, billet logs, rods and wire or sow (raw materials).

NUMBER OF EMPLOYEES

Union employees	-	2200
Office personnel	-	450
		2650

DATE OF EXTERNSHIP VISITATION

January 23, 1978

HALTER MARINE SERVICES, INC.

NAME

Halter Marine Services, Inc.

LOCATION

Paris Road - Chalmette Division
Post Office Box 1425
Chalmette, Louisiana 70044

CONTACT

Mr. Charles H. Ridgdell
Mr. Leonard Ceolina

TYPE OF INDUSTRY

Basic shipbuilding --- Halter contracts work for government and private use. Almost all of their work is done on aluminum boats. They design and test new boats. They also deal in commercial repair of damaged boats.

NUMBER OF EMPLOYEES

150

DATE OF EXTERNSHIP VISITATION

March 28, 1978

PORT SHIP SERVICE, INC.

NAME

Port Ship Service, Inc.

LOCATION

7314 N. Peters Street
Arabi, Louisiana 70032

CONTACT

Mr. Ray Willhoft
Ray Willhoft, Jr.

TYPE OF INDUSTRY

Port Ship services the entire port of New Orleans around the clock. Transports crews, passengers, maintenance equipment and general cargo up and down the river.

NUMBER OF EMPLOYEES

53

DATE OF EXTERNSHIP VISITATION

March 28, 1978

HALTER MARINE SERVICES, INC.

NAME

Halter Marine Services, Inc.

LOCATION

19501 Chef Menteur Highway
New Orleans, Louisiana

CONTACT

Mr. Buddy Hebert
Mr. Lance Walthall

TYPE OF INDUSTRY

Shipbuilding

NUMBER OF EMPLOYEES

380

DATE OF EXTERNSHIP VISITATION

May 2, 1978

LOU-CON, INC.

NAME

Lou-Con, Inc.

LOCATION

3100 E. St. Bernard Hwy.
Meraux, Louisiana 70075

CONTACT

Mr. Erwin Aucoin

TYPE OF INDUSTRY

Mechanical construction and pipe fitting contract work usually with oil refineries and chemical plants.
Lou-Con also contracts new construction.
General maintenance is also a large part of their work.

NUMBER OF EMPLOYEES

300

DATE OF EXTERNSHIP VISITATION

May 2, 1978

THE ALBACH COMPANY, INC.

NAME

The Albach Company, Inc.

LOCATION

Post Office Box 1155
Chalmette, Louisiana 70044

CONTACT

Mr. Craig Taffaro (Personnel Manager)
Mr. Scott Owens (Assistant Personnel Manager)

TYPE OF INDUSTRY

Custom steel fabricating for oil and chemical refineries. They also contract repair work for smaller companies.

NUMBER OF EMPLOYEES

35

DATE OF EXTERNSHIP VISITATION

May 2, 1978

DIXIE WELL SERVICE, INC.

NAME

Dixie Well Service, Inc.

LOCATION

Floressant, Louisiana

CONTACT

Mr. Richard Barr

TYPE OF INDUSTRY

Sale and delivery of oil field equipment and general marine repair (boats and machinery). Fabrication is also done on a contract basis.

NUMBER OF EMPLOYEES

10
Numerous contract workers

DATE OF EXTERNSHIP VISITATION

June 9, 1978

TENNECO OIL COMPANY

NAME

Tenneco Oil Company

LOCATION

River Road - Paris Road - Chalmette

CONTACT

Mr. Chuck Kilgore - Plant Manager
Mr. Paul Floth - Personnel Director

TYPE OF INDUSTRY

Tenneco transforms crude oil into individual salable products -- gasoline, heating oil, residual fuel oil, kerosene and propane. These products provide stationary and mobile energy for our society.

NUMBER OF EMPLOYEES

Tenneco employs 500 workers plus contract workers

DATE OF EXTERNSHIP VISITATION

October 30, 1978

APPENDIX C

Detailed Information of
Training Sessions with
Externship Site Contact Person

AMAX CORPORATION

DATE OF TRAINING

November 16, 1977 - Met with Roland Desroche and Mike Colletti to discuss our trade school and how we could relate to their particular industry. Since Mike Colletti is on our Advisory Committee for the Externship Program, we agreed to set up a date for a visit with the counselors.

PERSONS INVOLVED IN TRAINING

Bob Nuss, Counselor Coordinator
Roland Desroche, Public Relations - Personnel
Mike Colletti, Industrial Counselor - Employees

TOPICS COVERED IN TRAINING

Nature and scope of the industry - products
General area of work, levels of occupation, specific jobs
Needed entry skills/job qualifications
General and specific working conditions
Job market trends
Procedures for securing a job
Resource personnel, materials

WHO CONDUCTED THE TRAINING

Counselor Coordinator - Bob Nuss

AGENDA

Programs are generally set up from 9:00 A.M. to 12:00 Noon and usually include seminar-type discussions, charts, displays and tours of the facilities.

DEPARTMENT OF AGRICULTURE (NATIONAL CREDIT CORPORATION)

DATE OF TRAINING

November 18, 1977 - Met with Mr. Jim Leachman concerning the Externship visitation.

PERSONS INVOLVED IN TRAINING

Bob Nuss, Counselor Coordinator
Jim Leachman, Personnel Director
Adrian Arceneaux, Assistant Personnel Director
Mrs. Althea Florek, Assistant Personnel Director

TOPICS COVERED IN TRAINING

Nature and scope of the industry - products
General area of work, levels of occupation, specific jobs
Needed entry skills/job qualifications
General and specific working conditions
Job market trends, procedures for securing a job and resource personnel, materials

WHO CONDUCTED THE TRAINING

Counselor Coordinator - Bob Nuss

AGENDA

Program was set up from 9:30 A.M. to 12:00 Noon and included seminar discussions, charts, displays, handouts and complete tour of complex.

MARIETTA CORPORATION

DATE OF TRAINING

November 18, 1977 - Met with Mr. John Williams concerning the Externship visitation.

PERSONS INVOLVED IN TRAINING

Bob Nuss, Counselor Coordinator
John Williams, Personnel Director
Greg Navarro, Assistant Personnel Director

TOPICS COVERED IN TRAINING

Nature and scope of the industry - products
General area of work, levels of occupation, specific jobs
Needed entry skills/job qualifications
General and specific working conditions
Job market trends
Procedures for securing a job and resource personnel, materials

WHO CONDUCTED THE TRAINING

Counselor Coordinator - Bob Nuss

AGENDA

Program was set up from 9:30 A.M. to 12:30 P.M. and included seminar discussions, charts, etc.

KAISER ALUMINUM CORPORATION

DATE OF TRAINING

January 5, 1978 - Met with Mr. Joseph Englert and Mr. Frank Krauss regarding the Externship Program. They agreed to participate and the handout information was explained to them.

PERSONS INVOLVED IN TRAINING

Bob Nuss, Counselor Coordinator
Joseph Englert, Public Relations
Frank Krauss, Personnel
Mrs. Muriel Offan, Personnel

TOPICS COVERED IN TRAINING

Nature and scope of the industry - products, etc.
General areas of work, levels of occupation, specific jobs
Needed entry skills/job qualifications
General and specific working conditions - (tour demonstrated this thoroughly)
Job market trends
Procedures for securing jobs
Insurance, benefits, etc.
Resource personnel, materials

WHO CONDUCTED THE TRAINING

Counselor Coordinator - Bob Nuss

AGENDA

Program was set up from 9:00 A.M. to 12:30 P.M. and included seminar type discussions, chart displays, slides and tour of the facilities.

MURPHY OIL CORPORATION

DATE OF TRAINING

Jnauary 11, 1978 - Met with Mr. Allden Frederickson concerning the Externship visit.
Met previously with Mr. Ray Larson to explain the program at the Vocational-Technical Center.

PERSONS INVOLVED IN TRAINING

Bob Nuss, Counselor Coordinator
Ray Larson, Administrative and Personnel
Allden Frederickson, Chemist and Environmentalist
Phillippe Suarez, Chemist and Process Engineer

TOPICS COVERED IN TRAINING

Nature and scope of the industry - products
General area of work, levels of occupation, specific jobs
Needed entry skills/job qualifications
General and specific working conditions
Job market trends
Procedures for securing a job
Resource personnel, materials

WHO CONDUCTED THE TRAINING

Counselor Coordinator - Bob Nuss

AGENDA

Program was set up from 9:00 A.M. to 12:00 Noon and included seminar discussions, charts, displays and tour of the facilities.

HALTER MARINE SERVICES, INC.

DATE OF TRAINING

February 23, 1978 - Met with Mr. Charles Ridgdell concerning the Externship visitation.

PERSONS INVOLVED IN TRAINING

Charles H. Ridgdell, Superintendent
Leonard Ceolina, Foreman
Bob Nuss, Counselor Coordinator

TOPICS COVERED IN TRAINING

The entire externship handout material was discussed in our meeting
Discussion site
Tour of plant

WHO CONDUCTED THE TRAINING

Counselor Coordinator - Bob Nuss

AGENDA

Seminar and discussion were arranged in the shipyard. Representatives from Halter explained the functions of their work area.

PORT SHIP SERVICE, INC.

DATE OF TRAINING

March 14, 1978 - Met with Mr. Ray Willhoft concerning the Externship visitation.

PERSONS INVOLVED IN TRAINING

Ray Willhoft, Owner
Ray Willhoft, Jr.
Bob Nuss, Counselor Coordinator

TOPICS COVERED IN TRAINING

Externship handout material was discussed
Discussion site - date
Possible boat trip

WHO CONDUCTED THE TRAINING

Bob Nuss, Counselor Coordinator

AGENDA

Program was set up for a seminar discussion which would include externship handout materials as well as maps and charts which presented the history of river ports. Plans were also made to include a boat trip in the visit.

LOU-CON, INC.

DATE OF TRAINING

April 24, 1978 - Met with Mr. Erwin Aucoin concerning the Externship visitation.

PERSONS INVOLVED IN TRAINING

Erwin Aucoin, Personnel Manager
Bob Nuss, Counselor Coordinator

TOPICS COVERED IN TRAINING

The entire externship handout material was discussed in our meeting
Discussion site
Tour of area (plant)

WHO CONDUCTED THE TRAINING

Bob Nuss, Counselor Coordinator

AGENDA

Program was set up for a two hour seminar-type discussion (included charts and displays). A tour of the facilities was arranged.

THE ALBACH COMPANY, INC.

DATE OF TRAINING

April 25, 1978 - Met with Mr. Craig Tuffaro and Mr. Scott Owens concerning the Externship visitation.

PERSONS INVOLVED IN TRAINING

Craig Tuffaro
Scott Owens
Bob Nuss

TOPICS COVERED IN TRAINING

The entire externship handout material was discussed in our meeting
Discussion site
Tour of plant

WHO CONDUCTED THE TRAINING

Bob Nuss, Counselor Coordinator

AGENDA

Program was set up for a two hour seminar-type discussion (included maps, charts and displays). A tour of the facilities was arranged.

DIXIE WELL, INC.

DATE OF TRAINING

June 1, 1978 - Met with Mr. Richard Barr concerning the Externship visitation.

PERSONS INVOLVED IN TRAINING

Richard Barr
Bob Nuss

TOPICS COVERED IN TRAINING

Handout material was presented to Mr. Barr. He suggested the information could be obtained more efficiently by actually touring the area of wells.

WHO CONDUCTED THE TRAINING

Bob Nuss, Counselor Coordinator

AGENDA

Meeting seminar-type discussion, crew boat trip to the working areas and final seminar meeting.

TENNECO OIL COMPANY

DATE OF TRAINING

October 30, 1978 - Met with Mr. Chuck Kilgore concerning the Externship visitation.

PERSONS INVOLVED IN TRAINING

Bob Nuss, Counselor Coordinator
Chuck Kilgore, Plant Manager
Paul Floth, Personnel Manager

TOPICS COVERED IN TRAINING

1. General area of work
2. Needed entry skills/job qualifications
3. Working conditions
4. Job market trends
5. Procedures for securing a job
6. Resource personnel, materials

WHO CONDUCTED THE TRAINING

Counselor Coordinator, Bob Nuss

AGENDA

Program was set up for a two hour seminar-type discussion. A tour of the facilities was arranged.

APPENDIX D

Agendas/Minutes of Orientation Meetings

MEETING OF THE
ADVISORY COUNCIL FOR VOCATIONAL EDUCATION
November 7, 1977

A G E N D A

1. Welcome and Introduction - Dr. Warner
2. Visitation of Vocational-Technical Shops - Mr. Ernie Jones
3. Minutes of the St. Bernard Vocational Advisory Council - Mr. Scafidel
4. Overview of the Externship Project - Dr. Warner
5. Review of Counselor Coordinator Activities - Mr. Bobby Nuss
6. Externship Advisory Council Tasks:
    a. Identification of businesses, industries and trades for possible externship involvement
    b. Identification of appropriate contact personnel in selected businesses, industries and trades
    c. Discussion of counselor teams and rotating schedules
    d. Discussion of in-service training sessions for personnel of participating businesses, industries and trades
7. Other Business
8. Adjournment

MINUTES OF THE MEETING OF THE ADVISORY COUNCIL FOR VOCATIONAL EDUCATION

November 7, 1977

The Vocational Advisory Council for the St. Bernard Parish School System met on Monday, November 7, 1977, at 6:30 p.m. in the Education-Administration Building. Present were Mr. Alden Fredrickson, Mr. Chuck Kilgore, Mr. Willie Davis and Mr. Michael Colletti, Council members. Also present were Dr. Thomas Warner, Assistant Superintendent; Mr. Robert Scafidel, Curriculum Coordinator; Mr. Robert Nuss, Counselor Coordinator; and Mr. Robert Blanchard, Supervisor of Buildings and Grounds. Absent and excused was Council member Harold Lagarde.

Dr. Warner welcomed the representatives of local businesses, industries and trades who were in attendance and expressed his appreciation for their willingness to serve on the Vocational Advisory Council. Mr. Scafidel explained that the Vocational Advisory Council is required by the State Department of Education and that its main purpose is to provide input and communication between the local education authority (St. Bernard Parish School Board) and members of business, industry and trade.

Dr. Warner presented an overview of the Externship Project and stated that the purpose of the project is to strengthen the existing occupational guidance and counseling program by involving counselors in an externship with key businesses, industries and trades. He explained that the externship was similar to an internship except that it functioned outside of the school and in the business community rather than within the confines of the school environment. Mr. Robert Nuss was introduced as the Counselor Coordinator for the Externship Project and his basic responsibilities as a school counselor and liaison person for businesses, industries and trades were discussed.

It was requested by Dr. Warner that a future meeting be scheduled so that members of the Vocational Advisory Council could meet with him and other interested vocational-technical administrators, teachers and counselors and graduate students to discuss and provide input for the Externship Project.

Mr. Robert Blanchard who has supervisory responsibilities with the Vocational-Technical Program discussed the secondary and adult courses offered as well as future considerations.

Mr. Scafidel reviewed the budget request for various vocational programs during the 1977-78 school year and reported on the number of students enrolled in each vocational course. He discussed various aspects of the vocational program with the Council members. The Vocational Advisory Council will meet again on Monday, November 14, 1977, at 7 p.m. in the St. Bernard High School Vocational-Technical Center.

There being no further business, the meeting was adjourned.

MINUTES OF THE MEETING OF THE EXTERNSHIP ADVISORY COUNCIL

November 14, 1977

The Externship Advisory Council for the St. Bernard Parish School System met on Monday, November 14, 1977, at 7 p.m. in the St. Bernard High School Vocational-Technical Center. Present were:

Dr. Thomas Warner, Assistant Superintendent
Mr. Robert Scafidel, Curriculum Coordinator
Mr. Robert Blanchard, Supervisor of Vocational-Technical Programs
Mr. Joseph Kearney, Supervisor of Guidance
Mr. Ernie Jones, Assistant Principal, St. Bernard High School Vocational-Technical Center
Mr. Robert Nuss, Counselor Coordinator
Mr. Ralph Mylie, Vocational-Technical Teacher
Mr. Tommy Powell, Middle School Counselor
Mr. Louis Baudin, High School Counselor
Mr. Perry Berthelot, Graduate
Mr. Pat Chutz, Graduate
Mr. Harold Lagarde, Tony's Hardware
Mr. Allden Frederickson, Murphy Oil
Mr. Chuck Kilgore, Tenneco
Rev. Willie Davis, Tenneco
Mr. Michael Colletti, AMAX
Mr. Jack Muller, Boh Bros.

Dr. Warner welcomed the members of the Externship Advisory Council and expressed his appreciation for their willingness to serve on the Council. The members then visited the auto mechanics, welding, heat and refrigeration, and machine shops and Mr. Ernie Jones described the programs, machinery and activities in each shop.

Dr. Warner read the minutes of the meeting of the Vocational Advisory Council which was held on November 7, 1977, at which time the Externship Project was first explained. He distributed copies of the abstract for the Externship Project to the Council members and presented an overview of the project. Dr. Warner stated that the purpose of the project is to strengthen the existing occupational guidance and counseling program by involving counselors in an externship with key businesses, industries, and trades. He explained that the externship was similar to an internship except that it functioned outside of the school and in the business community rather than within the confines of the school environment.

Mr. Robert Nuss reviewed the counselor coordinator activities. He reported that he had met and would continue to meet with all school counselors and vocational teachers and students. Mr. Nuss also stated that he had visited owners and personnel managers of approximately 130 businesses, industries and trades to inform them of the vocational and externship programs and to discuss job opportunities.

The members discussed the duties of the Externship Advisory Council which include the identification of key businesses, industries and trades for possible externship involvement. It was agreed that externship sites should include small businesses, industries and trades as well as the larger concerns. The Council members also discussed appropriate contact persons and concurred that small business owners, plant managers and personnel managers of the various businesses, industries and trades should serve in this capacity. Counselor teams, rotating schedules and in-service training for personnel of participating businesses, industries and trades were also discussed.

The Council reviewed various aspects of job awareness which include general area of work; needed entry skills/job qualifications; general and specific working conditions; job market trends; procedures for securing a job; and resource personnel and materials.

There being no further business, the meeting was adjourned.

FIRST ORIENTATION MEETING

Date Held: November 17, 1977

Topics Covered:

- Presented overview of project to all counselors
- Explained activities to be conducted
- Selected participating counselors

Persons Attending:

14 counselors

Persons Conducting:

Dr. Thomas R. Warner
Bob Nuss

SECOND ORIENTATION MEETING

Date Held: December 1, 1977

Topics Covered:

- Provided overview of vocational-technical courses offered by St. Bernard Parish School System
- Group made on-site visit to each facility and trades offered in this school system
- Counselors impressions documented
- Courses reviewed:

  Welding
  Auto Mechanics
  Heat and Refrigeration
  Machinist
  Carpentry
  Nurse's Aide
  Marine Technology
  Graphic Arts

Persons Attending:

8 Externship counselors

Persons Conducting:

Dr. Thomas R. Warner
Bob Nuss

APPENDIX E

DETAILED INFORMATION ON COUNSELOR VISITS TO EXTERNSHIP SITES

Place of Externship:

Kaiser Aluminum

Date or Period of Externship:

February 23, 1978

Counselors Participating in Externship:

Nerli Grather
Louis Baudin
Diane Crespo
Lenette Ladner
Gayle Hunter
Maxine Theriot
Tommie Powell
Earline Eugene

Feedback Information Attached (Impression):

KAISER ALUMINUM CORPORATION

On February 23, 1978, the counselors involved in the Externship Program visited the Kaiser Aluminum Corporation. Mr. Joseph Englert, Public Relations and Personnel Supervisor, and Mr. Frank Krauss, Assistant Supervisor of Personnel conducted a slide presentation on the operation of the aluminum plant. The counselors made a complete tour of the plant; and talks were presented by two different department directors.

After the slide presentation, Mr. Krauss emphasized the necessary qualifications needed by potential employees. With the wide variety of jobs the plant required; the skills ranged from unskilled laborers to highly qualified college degree individuals. The need for more basic skills in reading, math, grammar, spelling and composition was emphasized.

Mrs. Muriel Offan discussed the office positions available at Kaiser and the need for women technical workers. She also stressed the need for basic skills particularly the skill in completing a job application form. All three Kaiser representatives encourage the use of a "Career Day" Program and also suggested more use of their representatives to speak at their schools.

The following is a list of the job descriptions at the Kaiser Plant:

Personnel

Clerical

Stenographers

Receptionists

Secretaries

Data Processing Operators, etc.

Environmental Control Personnel

Engineers: Mechanical, Electric, Chemical

KAISER ALUMINUM CORPORATION FEEDBACK INFORMATION REPORT continued:

Security

Medical

Maintenance

Production

Painters

Sandblasters

Pipefitters

Welders

Pot Operators

Anode Operators

Air Conditioning and Refrigeration

Carpentry

Crane and Lift Operators

Machinists

Truck Drivers...........etc.

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October 4, 1978

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4003 DEBORAH DRIVE
ST. BERNARD, LA. 70085

Mr. Joseph Englert
Kaiser Aluminum
P.O. Box 1600
Chalmette, La. 70043

Dear Mr. Englert:

During the past year we have been pleased to be associated with your company in conjunction with the St. Bernard Parish School System Externship Program. I would like to express my personal appreciation to you for your cooperation and support of this program. The experiences and on-site visitations which you have provided for our counselors are invaluable and will greatly enhance the educational program for our students.

In order to assess the effectiveness of the Externship Program, I would like to request your help once again. Please complete the attached questionnaire and return it to me in the enclosed, self-addressed stamped envelope. This feedback information will assist us in our efforts to evaluate the program as well as to determine future needs for both industry and education.

We feel that the students, counselors and the community have benefitted from the Externship Program and hope that we have also provided some insight to your organization as a result of your participation. We look forward to a continued successful working relationship with you in acquainting our counselors and students with the world of work.

Sincerely,

Tommy Warner

Thomas R. Warner, Ed.D.
Assistant Superintendent

TRW/sad

EXTERNSHIP PROGRAM

Feedback Questionnaire to Businesses, Industries, etc.

Statement	Response: Yes	No	Don't Know
1. Did you understand the purposes of the counselors' visit to your business?	X		
2. Was it difficult to schedule the visit of the counselors?		X	
3. Did the counselors spend enough time at your business to gain information about jobs?	X		
4. Did the counselors seem interested in learning about your business and in the type of jobs in your business?	X		
5. Did you provide the counselors with written information or other kinds of information about jobs in your business?		X	
6. Are you willing to provide schools with information about jobs in your business?	X		
7. Do you think the externship program is worthwhile and should be continued?	X		

8. Please list any suggestions that you have for improving the externship program.

1) Detail and empahsize participation with business community in pre-term teacher orientation. Utilize business speakers for this segment.

2) Prepare brochure for counselors/teachers on opportunities available for the asking: Plant visits and discussions; businessmen available to come into the classrooms and discussion subjects (according to speaker expertise, etc.

3) Deliver the message to all counselors/teachers that greater involvement with business leaders is desirable and advantageous and that this program (effort) has the full support and backing of Board of Education officials.

Place of Externship:

Halter Marine - Paris Road

Date or Period of Externship:

March 27, 1978

Counselors Participating in Externship:

Nerli Grather
Louis Baudin
Diane Crespo
Lenette Ladner
Gayle Hunter
Maxine Theriot
Tommie Powell
Earline Eugene

Feedback Information Attached (Impression):

HALTER MARINE (PARIS RD.)

On March 28, 1978, the counselors involved in the Externship Project visited the plant operations of Halter Marine, Inc. (Paris Rd. Division). Mr. John Fagock and Mr. Lou Stanga of Quality Control discussed the operation of the shipbuilding yard.

Research and development in design and marine applications is an important phase of the work done by the engineers at the Halter Marine Plant. Halter does a lot of government contracted work that requires imagination in design and operational experience. Mr. Stanga emphasized that the qualifications needed by potential employees range from elementary school graduates to highly qualified degree personnel.

He discussed the various trades that were available at this site and the need for blue print reading which is very important combined with each trade. Job opportunities at Halter are as follows:

Office Personnel
Drafting
Machinist
Welders
Carpenters
Electricians
Fixers
Sandblasters
Lift Operators
Painters
Security Personnel

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ST. BERNARD, LA. 70085

October 4, 1978

Mr. Charles Ridgdell
Halter Marine Services, Inc.
P.O. Box 1425
Chalmette, La. 70043

Dear Mr. Ridgdell:

During the past year we have been pleased to be associated with your company in conjunction with the St. Bernard Parish School System Externship Program. I would like to express my personal appreciation to you for your cooperation and support of this program. The experiences and on-site visitations which you have provided for our counselors are invaluable and will greatly enhance the educational program for our students.

In order to assess the effectiveness of the Externship Program, I would like to request your help once again. Please complete the attached questionnaire and return it to me in the enclosed, self-addressed stamped envelope. This feedback information will assist us in our efforts to evaluate the program as well as to determine future needs for both industry and education.

We feel that the students, counselors and the community have benefitted from the Externship Program and hope that we have also provided some insight to your organization as a result of your participation. We look forward to a continued successful working relationship with you in acquainting our counselors and students with the world of work.

Sincerely,

Thomas R Warner

Thomas R. Warner, Ed.D.
Assistant Superintendent

TRW/sad

Halter Marine
Paris Road

EXTERNSHIP PROGRAM

Feedback Questionnaire to Businesses, Industries, etc.

Statement	Response		
	Yes	No	Don't Know
1. Did you understand the purposes of the counselors' visit to your business?	X		
2. Was it difficult to schedule the visit of the counselors?		X	
3. Did the counselors spend enough time at your business to gain information about jobs?	X		
4. Did the counselors seem interested in learning about your business and in the type of jobs in your business?	X		
5. Did you provide the counselors with written information or other kinds of information about jobs in your business?		X	
6. Are you willing to provide schools with information about jobs in your business?	X		
7. Do you think the externship program is worthwhile and should be continued?	X		

8. Please list any suggestions that you have for improving the externship program.

I feel the school should be made aware on a quarterly basis of the type of crafts which local industry has a need for.

Place of Externship:

Port Ship Services

Date or Period of Externship:

March 29, 1978

Counselors Participating in Externship:

Nerli Grather
Louis Baudin
Diane Crespo
Lenette Ladner
Gayle Hunter
Maxine Theriot
Tommie Powell
Earline Eugene

Feedback Information Attached (Impression):

PORT SHIP SERVICES, INC.

On March 28, 1978, the counselors involved in the Externship Program visited Port Ship Services, Inc. Mr. Willhoft discussed the nature and functions of his business which is actually a water taxi service for the greater New Orleans area.

The work of Port Ship usually includes transporting food supplies, maintenance materials and crews up and down the river.

Needed entry skills and job qualifications were discussed in regard to the variety of work connected with the maritime services. The trades involved are: deisel mechanics, crewboat operators, deck hands, agents, purchasing, welding and office personnel.

The nature of the work at Port Ship Services requires direct dealings with foreign countries, so his company is in constant contact with quarantine investigators, medical personnel and immigration services.

We discussed the Marine Technology course that is offered at our trade school and also the progress of six students that are employed at his firm.

We toured the river in one of the crewboats and got to see first hand - the taxi service in operation.

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ST. BERNARD, LA. 70085

October 4, 1978

Mr. Ray Willhoft
Port Ship Services, Inc.
7314 N. Peters Street
Arabi, La. 70032

Dear Mr. Willhoft:

During the past year we have been pleased to be associated with your company in conjunction with the St. Bernard Parish School System Externship Program. I would like to express my personal appreciation to you for your cooperation and support of this program. The experiences and on-site visitations which you have provided for our counselors are invaluable and will greatly enhance the educational program for our students.

In order to assess the effectiveness of the Externship Program, I would like to request your help once again. Please complete the attached questionnaire and return it to me in the enclosed, self-addressed stamped envelope. This feedback information will assist us in our efforts to evaluate the program as well as to determine future needs for both industry and education.

We feel that the students, counselors and the community have benefitted from the Externship Program and hope that we have also provided some insight to your organization as a result of your participation. We look forward to a continued successful working relationship with you in acquainting our counselors and students with the world of work.

Sincerely,

Tommy Warner

Thomas R. Warner, Ed.D.
Assistant Superintendent

TRW/sad

Port Ship Services

EXTERNSHIP PROGRAM

Feedback Questionnaire to Businesses, Industries, etc.

Statement	Response Yes	 No	 Don't Know
1. Did you understand the purposes of the counselors' visit to your business?	X		
2. Was it difficult to schedule the visit of the counselors?		X	
3. Did the counselors spend enough time at your business to gain information about jobs?	X		
4. Did the counselors seem interested in learning about your business and in the type of jobs in your business?	X		
5. Did you provide the counselors with written information or other kinds of information about jobs in your business?	X		
6. Are you willing to provide schools with information about jobs in your business?	X		
7. Do you think the externship program is worthwhile and should be continued?	X		

8. Please list any suggestions that you have for improving the externship program.

This program is worthwhile and should be continued to help the young people who are definitely not college material.

The problem with industry today is too many white collar workers with low income wages, and not enough blue collar workers who could earn a large income.

Place of Externship:

Lou-Con

Date or Period of Externship:

May 2, 1978

Counselors Participating in Externship:

Nerli Grather
Louis Baudin
Diane Crespo
Lenette Ladner
Gayle Hunter
Maxine Theriot
Tommie Powell
Earline Eugene

Feedback Information Attached (Impression):

LOU-CON, INC.

On May 2, 1978, the counselors involved in the Externship Project visited the plant operations of Lou-Con, Inc. Mr. Lou Aucoin, Office Manager discussed the operation of the firm. The main function of his firm is contract work with other facilities involving installation and maintenance. The company also fabricates products at their plant, but their main emphasis is in the field in large refineries such as Murphy Oil, Kaiser, Tenneco, etc.

Workers employed at the plant include pipefitters, welders, crane operators, cherrypickers, boiler-repairmen and master mechanics. The company has four offices near the river in the greater New Orleans area employing three hundred people. Most of his employees are union contract personnel. Since the employees are mostly contracted, the company encompasses problems of poor attitude, lack of pride and irresponsibility.

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ROBERT L. TORRES
4000 DEBORAH DRIVE
ST. BERNARD, LA. 70085

October 4, 1978

Mr. Erwin Aucoin
Lou-Con, Inc.
3100 East St. Bernard Highway
Meraux, La. 70075

Dear Mr. Aucoin:

During the past year we have been pleased to be associated with your company in conjunction with the St. Bernard Parish School System Externship Program. I would like to express my personal appreciation to you for your cooperation and support of this program. The experiences and on-site visitations which you have provided for our counselors are invaluable and will greatly enhance the educational program for our students.

In order to assess the effectiveness of the Externship Program, I would like to request your help once again. Please complete the attached questionnaire and return it to me in the enclosed, self-addressed stamped envelope. This feedback information will assist us in our efforts to evaluate the program as well as to determine future needs for both industry and education.

We feel that the students, counselors and the community have benefitted from the Externship Program and hope that we have also provided some insight to your organization as a result of your participation. We look forward to a continued successful working relationship with you in acquainting our counselors and students with the world of work.

Sincerely,

Thomas R Warner
Thomas R. Warner, Ed.D.
Assistant Superintendent

TRW/smd

EXTERNSHIP PROGRAM

Feedback Questionnaire to Businesses, Industries, etc.

	Response		
Statement	Yes	No	Don't Know
1. Did you understand the purposes of the counselors' visit to your business?	X		
2. Was it difficult to schedule the visit of the counselors?		X	
3. Did the counselors spend enough time at your business to gain information about jobs?	X		
4. Did the counselors seem interested in learning about your business and in the type of jobs in your business?	X		
5. Did you provide the counselors with written information or other kinds of information about jobs in your business?		X	
6. Are you willing to provide schools with information about jobs in your business?	X		
7. Do you think the externship program is worthwhile and should be continued?	X		

8. Please list any suggestions that you have for improving the externship program.

Place of Externship:

Albach Company

Date or Period of Externship:

May 2, 1978

Counselors Participating in Externship:

Nerli Grather
Louis Baudin
Diane Crespo
Lenette Ladner
Gayle Hunter
Maxine Theriot
Tommie Powell
Earline Eugene

Feedback Information Attached (Impression):

THE ALBACH COMPANY

On May 2, 1978, the counselors involved in the Externship Project visited the Albach Company in Chalmette. Mr. Craig Tafaro, Shop Foreman, spoke to the counselors concerning the work at the plant. The process of work done at Albach is comparable to the work done at Halter Marine, which is an industrial metal fabricating company. The finished product is different because the fabricated material is used in installation and maintenance in refineries and other industries. The employees which number about thirty, must be skilled in their trades and also must be skilled in blueprint reading.

Most of his workers learn through an apprenticeship program usually starting at 18 years of age and working up. He stated that fitters, mechanics and layout men must be trained on the job. The wages of the employees range from Helpers - 3.25 per hour to Fitters - 6.48 per hour.

Mr. Tafaro also included in his talk company benefits, union associations and the educational requirements demanded by each position.

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ST. BERNARD, LA. 70085

October 4, 1978

Mr. Craig Tafaro
The Albach Company Inc.
P.O. Box 1155
Chalmette, La. 70043

Dear Mr. Tafaro:

During the past year we have been pleased to be associated with your company in conjunction with the St. Bernard Parish School System Externship Program. I would like to express my personal appreciation to you for your cooperation and support of this program. The experiences and on-site visitations which you have provided for our counselors are invaluable and will greatly enhance the educational program for our students.

In order to assess the effectiveness of the Externship Program, I would like to request your help once again. Please complete the attached questionnaire and return it to me in the enclosed, self-addressed stamped envelope. This feedback information will assist us in our efforts to evaluate the program as well as to determine future needs for both industry and education.

We feel that the students, counselors and the community have benefitted from the Externship Program and hope that we have also provided some insight to your organization as a result of your participation. We look forward to a continued successful working relationship with you in acquainting our counselors and students with the world of work.

Sincerely,

Thomas R Warner

Thomas R. Warner, Ed.D.
Assistant Superintendent

TRW/ssd

Albach Company

EXTERNSHIP PROGRAM

Feedback Questionnaire to Businesses, Industries, etc.

Statement	Response		
	Yes	No	Don't Know
1. Did you understand the purposes of the counselors' visit to your business?	X		
2. Was it difficult to schedule the visit of the counselors?	X		
3. Did the counselors spend enough time at your business to gain information about jobs?	X		
4. Did the counselors seem interested in learning about your business and in the type of jobs in your business?	X		
5. Did you provide the counselors with written information or other kinds of information about jobs in your business?	X		
6. Are you willing to provide schools with information about jobs in your business?	X		
7. Do you think the externship program is worthwhile and should be continued?	X		

8. Please list any suggestions that you have for improving the externship program.

Place of Externship:

Halter Marine - Gentilly Road

Date or Period of Externship:

May 2, 1978

Counselors Participating in Externship;

Nerli Grather
Louis Baudin
Diane Crespo
Lenette Ladner
Gayle Hunter
Maxine Theriot
Tommie Powell
Earline Eugene

Feedback Information Attached (Impression):

HALTER MARINE - (N.O. EAST - CHEF HWY.)

On May 2, 1978, the counselors involved in the Externship Project visited the plant operations of Halter Marine, Inc. Mr. Lance Walthall, Plant Foreman conducted the tour of the facility and discussed the operation of the shipbuilding yard. He explained the operation of the Personnel Office and all the job positions offered by the company.

Halter Marine (N.O. East's) main function is shipbuilding with the use of steel in its construction. This division of Halter is different from Halter on Paris Road, mainly in the size of the ships built and the material used. The Paris Road division builds smaller boats and uses strictly aluminum.

Mr. Walthall's tour explained each station inside the building --- cutting machines, bending machines, fabrication design and cutting. The counselors actually witnessed each machine in use and saw the finished parts that were produced. Under roof each phase of production was exaplained.

The next part of our tour showed how the fabrication system was utilized in the process of shipbuilding, from its beginning stage to its final completion. This phase of production was done in the dry-dock area, and the complete picture of shipbuilding was demonstrated very clearly.

Mr. Walthall explained the job opportunities available at their plant. The job opportunities are:

> Drafting (mechanical drawing), office personnel, welding, machinist, carpentry, pipefitters, sandblasters, painters, air conditioning and refrigeration, safety engineers, operators (crane and heavy lift), truck drivers, security personnel and engineers (mechanical and electrical).

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ST. BERNARD, LA. 70085
ROBERT L. TORRES
4003 DEBORAH DRIVE
ST. BERNARD, LA. 70085

October 4, 1978

Mr. Buddy Herbert
Halter Marine Service, Inc.
P.O. Box 29266
New Orleans, La. 70189

Dear Mr. Herbert:

During the past year we have been pleased to be associated with your company in conjunction with the St. Bernard Parish School System Externship Program. I would like to express my personal appreciation to you for your cooperation and support of this program. The experiences and on-site visitations which you have provided for our counselors are invaluable and will greatly enhance the educational program for our students.

In order to assess the effectiveness of the Externship Program, I would like to request your help once again. Please complete the attached questionnaire and return it to me in the enclosed, self-addressed stamped envelope. This feedback information will assist us in our efforts to evaluate the program as well as to determine future needs for both industry and education.

We feel that the students, counselors and the community have benefitted from the Externship Program and hope that we have also provided some insight to your organization as a result of your participation. We look forward to a continued successful working relationship with you in acquainting our counselors and students with the world of work.

Sincerely,

Thomas R Warner
Thomas R. Warner, Ed.D.
Assistant Superintendent

TRW/sad

Halter Marine
Gentilly

EXTERNSHIP PROGRAM

Feedback Questionnaire to Businesses, Industries, etc.

Statement	Response Yes	Response No	Response Don't Know
1. Did you understand the purposes of the counselors' visit to your business?	X		
2. Was it difficult to schedule the visit of the counselors?		X	
3. Did the counselors spend enough time at your business to gain information about jobs?			X
4. Did the counselors seem interested in learning about your business and in the type of jobs in your business?	X		
5. Did you provide the counselors with written information or other kinds of information about jobs in your business?		X	
6. Are you willing to provide schools with information about jobs in your business?	X		
7. Do you think the externship program is worthwhile and should be continued?	X		

8. Please list any suggestions that you have for improving the externship program.

I would suggest sending questionnaires, such as this one, immediately after a plant visit rather than long after. Had there been a shorter time lapse my recollections would be fresher.

Place of Externship:

Dixie Well

Date or Period of Externship:

June 9, 1978

Counselors Participating in Externship:

Nerli Grather
Louis Baudin
Diane Crespo
Lenette Ladner
Gayle Hunter
Maxine Theriot
Tommie Powell
Earline Eugene

Feedback Information Attached (Impression):

REPORT ON VISITATION TO DIXIE WELL SERVICE, INC.

On June 9, 1978, the counselors involved in the Externship Project visited the plant operations of Dixie Well Service, Inc. Mr. Richard Barr, President of Dixie Well, greeted the counselors and Mr. Norvan Guerra who conducted a tour of the dock facilities. Mr. Guerra explained some of the operations and job classifications which include welders, pipefitters, roughnecks, roustabouts, engineers, tool pushers, electricians and radio communicators.

The counselors were then transported by crewboat to the oil rigs which are located in the Gulf of Mexico. They visited several operating wells which were producing unrefined gasoline and natural gas. Various phases of production were discussed which encompassed platform building, drilling, pumping and caping procedures, instrumentation, monitoring of pressure gauges, heating and treating, separation, and measurement.

Following the crewboat excursion, the counselors returned to the plant site to review the visitation. There they were given the opportunity to pose questions concerning the oil well operations and were provided with greater insight into the employment opportunities in this field.

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4003 DEBORAH DRIVE
ST. BERNARD, LA. 70085

October 4, 1978

Mr. Richard Barr
Dixie Well
Route 1, Box 407-A
St. Bernard, La. 70085

Dear Mr. Barr:

During the past year we have been pleased to be associated with your company in conjunction with the St. Bernard Parish School System Externship Program. I would like to express my personal appreciation to you for your cooperation and support of this program. The experiences and on-site visitations which you have provided for our counselors are invaluable and will greatly enhance the educational program for our students.

In order to assess the effectiveness of the Externship Program, I would like to request your help once again. Please complete the attached questionnaire and return it to me in the enclosed, self-addressed stamped envelope. This feedback information will assist us in our efforts to evaluate the program as well as to determine future needs for both industry and education.

We feel that the students, counselors and the community have benefitted from the Externship Program and hope that we have also provided some insight to your organization as a result of your participation. We look forward to a continued successful working relationship with you in acquainting our counselors and students with the world of work.

Sincerely,

Thomas R Warner
Thomas R. Warner, Ed.D.
Assistant Superintendent

TRW/sad

Dixie Well

EXTERNSHIP PROGRAM

Feedback Questionnaire to Businesses, Industries, etc.

Statement	Response		
	Yes	No	Don't Know
1. Did you understand the purposes of the counselors' visit to your business?	X		
2. Was it difficult to schedule the visit of the counselors?		X	
3. Did the counselors spend enough time at your business to gain information about jobs?	X		
4. Did the counselors seem interested in learning about your business and in the type of jobs in your business?	X		
5. Did you provide the counselors with written information or other kinds of information about jobs in your business?	X		
6. Are you willing to provide schools with information about jobs in your business?	X		
7. Do you think the externship program is worthwhile and should be continued?	X		

8. Please list any suggestions that you have for improving the externship program.

Place of Externship:

Tenneco Oil Company

Date or Period of Externship:

October 30, 1978

Counselors Participating in Externship:

Nerli Grather
Louis Baudin
Larry Cowen
Joyce Lauto
Gloria Moore
Lenette Ladner
Diane Crespo
Carolyn Jeandron (?)
Tommy Powell
Bobby Nuss

Feedback Information Attached (Impression):

TENNECO OIL COMPANY

The counselors involved in the Externship Project visited the Tenneco Oil Company on October 30, 1978. Mr. Chuck Kilgore, Plant Manager and Mr. Paul Floth, Personnel Director conducted seminar type discussions explaining their operations.

Other involvements of Tenneco Oil Company were explained. Tenneco owns the J.I. Case Company that deals in construction and farm equipment. The company is also involved in chemical sales, automotive parts, shipbuilding and packaging.

Mr. Floth covered all the jobs that were available at the refinery---clerical, maintenance and in production. He discussed the needed entry skills, job qualifications, working conditions, salaries and fringe benefits. In production and maintenance, all of the positions are union employees.

The craftsman apprentice program was discussed concerning the following divisions:

1. Instrument
2. Electrician
3. Machinist
4. Pipefitter
5. Welder
6. Insulator
7. Painter
8. Carpentry

A complete tour of the plant was conducted by Mr. Bill McBride and Mr. John Moustoukas. Both of these men are top supervisors in production and maintenance; so they explained thoroughly how crude oil is changed into many salable products.

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4000 DEBORAH DRIVE
ST. BERNARD, LA. 70085

October 4, 1978

Mr. Chuck Kilgore
Plant Manager
Tenneco Oil Company
River Road
Chalmette, La. 70043

Dear Mr. Kilgore:

During the past year we have been pleased to be associated with your company in conjunction with the St. Bernard Parish School System Externship Program. I would like to express my personal appreciation to you for your cooperation and support of this program. The experiences and on-site visitations which you have provided for our counselors are invaluable and will greatly enhance the educational program for our students.

In order to assess the effectiveness of the Externship Program, I would like to request your help once again. Please complete the attached questionnaire and return it to me in the enclosed, self-addressed stamped envelope. This feedback information will assist us in our efforts to evaluate the program as well as to determine future needs for both industry and education.

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Sincerely,

Thomas R Warner
Thomas R. Warner, Ed.D.
Assistant Superintendent

TRW/sad

EXTERNSHIP PROGRAM

Feedback Questionnaire to Businesses, Industries, etc.

Statement	Response		
	Yes	No	Don't Know
1. Did you understand the purposes of the counselors' visit to your business?	X		
2. Was it difficult to schedule the visit of the counselors?	X		
3. Did the counselors spend enough time at your business to gain information about jobs?	X		
4. Did the counselors seem interested in learning about your business and in the type of jobs in your business?	X		
5. Did you provide the counselors with written information or other kinds of information about jobs in your business?	X		
6. Are you willing to provide schools with information about jobs in your business?	X		
7. Do you think the externship program is worthwhile and should be continued?	X		

8. Please list any suggestions that you have for improving the externship program.

Place of Externship:

Amax Corporation

Date or Period of Externship:

December 7, 1977

Counselors Participating in Externship:

Nerli Grather
Louis Baudin
Diane Crespo
Lenette Ladner
Gayle Hunter
Maxine Theriot
Tommie Powell
Earlene Eugene

Feedback Information Attached (Impression):

REPORT ON VISITATION TO AMAX PORT NICKEL REFINERY

On December 7, 1977, the counselors involved in the Externship Project visited the Amax Port Nickel Refinery. Mr. Roland DeRoche, Industrial Relations Manager, directed the counselors on a tour of the plant which included the wharf and shipping facilities and discussed briefly the operation of the nickel plant.

Mr. DeRoche explained that AMAX employed approximately 600 persons on rotating shifts whose qualifications ranged from highly qualified degreed persons to those individuals with various degrees of education. He discussed employment and interview procedures and well as pay scales and employee benefits for a wide range of positions which include chemical engineers, metal engineers, technicians, production and maintenance workers, clerical workers, laborers, etc.

The counselors were acquainted with the total plant operation which began with the purchasing procedures for securing raw materials through the production and dispensing of the finished product. Various phases of production, operation of equipment and maintenance as well as environmental safety were also reviewed with the counselors.

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ROBERT L. TORRES
4000 DEBORAH DRIVE
ST. BERNARD, LA. 70085

October 4, 1978

Mr. Roland Desroche
AMAX Corporation
P.O. Box 1336
Braithwaite, La. 70040

Dear Mr. Desroche:

During the past year we have been pleased to be associated with your company in conjunction with the St. Bernard Parish School System Externship Program. I would like to express my personal appreciation to you for your cooperation and support of this program. The experiences and on-site visitations which you have provided for our counselors are invaluable and will greatly enhance the educational program for our students.

In order to assess the effectiveness of the Externship Program, I would like to request your help once again. Please complete the attached questionnaire and return it to me in the enclosed, self-addressed stamped envelope. This feedback information will assist us in our efforts to evaluate the program as well as to determine future needs for both industry and education.

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Sincerely,

Thomas R. Warner
Thomas R. Warner, Ed.D.
Assistant Superintendent

TRW/sad

Amax Corporation

EXTERNSHIP PROGRAM

Feedback Questionnaire to Businesses, Industries, etc.

Statement	Response Yes	Response No	Response Don't Know
1. Did you understand the purposes of the counselors' visit to your business?	X		
2. Was it difficult to schedule the visit of the counselors?		X	
3. Did the counselors spend enough time at your business to gain information about jobs?	X		
4. Did the counselors seem interested in learning about your business and in the type of jobs in your business?	X		
5. Did you provide the counselors with written information or other kinds of information about jobs in your business?	X		
6. Are you willing to provide schools with information about jobs in your business?	X		
7. Do you think the externship program is worthwhile and should be continued?	X		

8. Please list any suggestions that you have for improving the externship program.

Expose as many educators as possible to this type information via the program -

rotate the participants on a continuing program basis.

Place of Externship:

Marietta Corporation

Date or Period of Externship:

December 14, 1977

Counselors Participating in Externship:

Nerli Grather
Louis Baudin
Diane Crespo
Lenette Ladner
Gayle Hunter
Maxine Theriot
Tommie Powell
Earline Eugene

Feedback Information Attached (Impression):

MARTIN MARIETTA MICHOUD OPERATIONS

On December 14, 1977, the counselors involved in the Externship Program visited the Martin Marietta Michoud Operations. Mr. Greg Navarro, Assistant Personnel Director, spoke to the group about job opportunities offered by his firm.

Mr. Navarro explained that most of the work done by Marietta was government contracted. Some projects are completion type work; but much of the work done is construction of complex parts of projects (Fabrication.)

As in most large scale industries Marietta offers a wide selection of job opportunities. There is a fine staff of office personnel as well as college trained accountants and engineers.

The trade included at Marietta are welding, machinist, auto mechanics and electricians. Each of these trades should have a good background in mechanical drawing and blue print reading.

Mr. Navarro discussed the requirements for all job titles including education, experience, physical demand, responsibility of safety, working conditions and job benefits.

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ROBERT L. TORRES
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ST. BERNARD, LA. 70085

October 4, 1978

Mr. John Williams
Marietta Corporation
Michoud Operations
Department 3100
P.O. Box 29304
New Orleans, La. 70189

Dear Mr. Williams:

During the past year we have been pleased to be associated with your company in conjunction with the St. Bernard Parish School System Externship Program. I would like to express my personal appreciation to you for your cooperation and support of this program. The experiences and on-site visitations which you have provided for our counselors are invaluable and will greatly enhance the educational program for our students.

In order to assess the effectiveness of the Externship Program, I would like to request your help once again. Please complete the attached questionnaire and return it to me in the enclosed, self-addressed stamped envelope. This feedback information will assist us in our efforts to evaluate the program as well as to determine future needs for both industry and education.

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Sincerely,

Thomas R. Warner

Thomas R. Warner, Ed.D.
Assistant Superintendent

TRW/sad

Both men have left the company since our visitation. Marietta Corporation

EXTERNSHIP PROGRAM

Feedback Questionnaire to Businesses, Industries, etc.

	Response		
Statement	Yes	No	Don't Know
1. Did you understand the purposes of the counselors' visit to your business?			
2. Was it difficult to schedule the visit of the counselors?			
3. Did the counselors spend enough time at your business to gain information about jobs?			
4. Did the counselors seem interested in learning about your business and in the type of jobs in your business?			
5. Did you provide the counselors with written information or other kinds of information about jobs in your business?			
6. Are you willing to provide schools with information about jobs in your business?			
7. Do you think the externship program is worthwhile and should be continued?			

8. Please list any suggestions that you have for improving the externship program.

Place of Externship:

Murphy Oil Corporation

Date or Period of Externship:

January 20, 1978

Counselors Participating in Externship:

Nerli Grather
Louis Baudin
Diane Crespo
Lenette Ladner
Gayle Hunter
Maxine Theriot
Tommie Powell
Earline Eugene

Feedback Information Attached (Impression):

MURPHY OIL CO.

The counselors involved in the Externship Project visited the Murphy Oil Company on January 20, 1977. Mr. Allen Frederickson, Environmental Control Supervisor, directed the counselors on a tour of the entire refinery. A display model of the plant was set up and he explained in detail how the crude oil is changed to its many different grades of oil.

Mr. Roy Larson, Director of Personnel, discussed the numerous job classifications, lines of progression and wage rates concerning each job. Physical requirements were very demanding since many of the jobs required climbing and working at great heights. Employment and interview procedures were discussed as well as the need for good work ethics.

The craftsman apprentice program was discussed concerning the following divisions:

1. Instrument
2. Electrician
3. Machinist
4. Pipefitter
5. Welder
6. Insulator
7. Painter
8. Carpentry

Apprentice programs in the larger industries are entirely different from smaller companies.

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ST. BERNARD, LA. 70085

October 4, 1978

Mr. Roy Larson
Murphy Oil Corporation
P.O. Box 100
Meraux, La. 70075

Dear Mr. Larson:

During the past year we have been pleased to be associated with your company in conjunction with the St. Bernard Parish School System Externship Program. I would like to express my personal appreciation to you for your cooperation and support of this program. The experiences and on-site visitations which you have provided for our counselors are invaluable and will greatly enhance the educational program for our students.

In order to assess the effectiveness of the Externship Program, I would like to request your help once again. Please complete the attached questionnaire and return it to me in the enclosed, self-addressed stamped envelope. This feedback information will assist us in our efforts to evaluate the program as well as to determine future needs for both industry and education.

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Sincerely,

Thomas R. Warner

Thomas R. Warner, Ed.D.
Assistant Superintendent

TRW/ssd

Murphy Oil Corporation

EXTERNSHIP PROGRAM

Feedback Questionnaire to Businesses, Industries, etc.

Statement	Response Yes	Response No	Response Don't Know
1. Did you understand the purposes of the counselors' visit to your business?	X		
2. Was it difficult to schedule the visit of the counselors?		X	
3. Did the counselors spend enough time at your business to gain information about jobs?	X		
4. Did the counselors seem interested in learning about your business and in the type of jobs in your business?	X		
5. Did you provide the counselors with written information or other kinds of information about jobs in your business?	X		
6. Are you willing to provide schools with information about jobs in your business?	X		
7. Do you think the externship program is worthwhile and should be continued?	X		

8. Please list any suggestions that you have for improving the externship program.

I believe the externship program is very worthwhile and the counselors show a genuine interest as evidenced by their questions and our mutual discussions. I also believe our young people need all the guidance and direction we can provide.

Place of Externship:

Department of Agriculture

Date or Period of Externship:

December 14, 1977

Counselors Participating in Externship:

Nerli Grather
Louis Baudin
Diane Crespo
Lenette Ladner
Gayle Hunter
Maxine Theriot
Tommie Powell
Earline Eugene

Feedback Information Attached (Impression):

UNITED STATES DEPARTMENT OF AGRICULTURE

On December 14, 1977, the counselors visited the U. S. Department of Agriculture. Mrs. Florex and Mr. Arceneaux from the Personnel Office discussed with the counselors the purpose and nature of this government organization.

Mr. Arceneaux explained that their main task was payroll distributions and agricultural billings world wide. Most of the jobs available are in computer programming and clerical works. All jobs require a high school education and civil service examination.

The opportunities and requirements for the position of Clerk-Typist (GS-2 and GS-3) and Clerk-Stenographer (GS-3 and GS-4) were explained and the counselors received handout material covering all the necessary details.

Mrs. Florex expalined to the group the necessary procedures on "How to apply for Federal jobs in Louisiana." Topics such as: Obtaining Federal job information, application procedures, voting procedures, eligibility, chances for employment, how to complete job interest cards and location of test were all very helpful to the counselors.

Handout material on hourly and annual salary votes was distributed and expalined by Mrs. Florex. The USDA has about 1000 employees.

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October 4, 1978

Mr. Jim Leachman
U.S. Department of Agriculture
P.O. Box 60000
New Orleans, La. 70160

Dear Mr. Leachman:

During the past year we have been pleased to be associated with your company in conjunction with the St. Bernard Parish School System Externship Program. I would like to express my personal appreciation to you for your cooperation and support of this program. The experiences and on-site visitations which you have provided for our counselors are invaluable and will greatly enhance the educational program for our students.

In order to assess the effectiveness of the Externship Program, I would like to request your help once again. Please complete the attached questionnaire and return it to me in the enclosed, self-addressed stamped envelope. This feedback information will assist us in our efforts to evaluate the program as well as to determine future needs for both industry and education.

We feel that the students, counselors and the community have benefitted from the Externship Program and hope that we have also provided some insight to your organization as a result of your participation. We look forward to a continued successful working relationship with you in acquainting our counselors and students with the world of work.

Sincerely,

Thomas R Warner
Thomas R. Warner, Ed.D.
Assistant Superintendent

TRW/ssd

EXTERNSHIP PROGRAM

Feedback Questionnaire to Businesses, Industries, etc.

Statement	Response		
	Yes	No	Don't Know
1. Did you understand the purposes of the counselors' visit to your business?	X		
2. Was it difficult to schedule the visit of the counselors?		X	
3. Did the counselors spend enough time at your business to gain information about jobs?	X		
4. Did the counselors seem interested in learning about your business and in the type of jobs in your business?	X		
5. Did you provide the counselors with written information or other kinds of information about jobs in your business?	X		
6. Are you willing to provide schools with information about jobs in your business?	X		
7. Do you think the externship program is worthwhile and should be continued?	X		

8. Please list any suggestions that you have for improving the externship program.

Of the opinion that the communication between both groups was very good.

APPENDIX F

Counselor and Business Feedback Questionnaires

Counselor and Student Assessment Instrument

EXTERNSHIP PROGRAM

Feedback Questionnaire to Counselors

Statement	All of the Time	Most of the Time	Some of the Time	None of the Time
1. Did you understand the purposes of the externship program?				
2. Before you went to visit an externship site, did you know what you were supposed to learn from the visit?				
3. Did you spend enough time at the externship site to learn what you needed to learn?				
4. Did you feel the personnel at the externship site were glad to have you visit them?				
5. Did you use the information you learned at the externship sites to help students?				
6. Do you think the externship program should be continued?				

7. Rate the value of each of the externship site visits.

Place of Visit	Excellent	Good	Average	Poor
1. Amax Corporation				
2. Marietta Corporation				
3. Dept. of Agriculture				
4. Murphy Oil Corporation				
5. Kaiser Aluminum				
6. Halter Marine - Paris Rd.				

Place of Visit	Excellent	Good	Average	Poor
7. Port Ship Services				
8. Lou-Con, Inc.				
9. Albach Company				
10. Halter Marine - Gentilly				
11. Dixie Well Service, Inc.				
12. Tenneco Oil Company				

8. Please make suggestions on how the externship program might be improved.

EXTERNSHIP PROGRAM

Feedback Questionnaire to Businesses, Industries, etc.

Statement	Response		
	Yes	No	Don't Know
1. Did you understand the purposes of the counselors' visit to your business?			
2. Was it difficult to schedule the visit of the counselors?			
3. Did the counselors spend enough time at your business to gain information about jobs?			
4. Did the counselors seem interested in learning about your business and in the type of jobs in your business?			
5. Did you provide the counselors with written information or other kinds of information about jobs in your business?			
6. Are you willing to provide schools with information about jobs in your business?			
7. Do you think the externship program is worthwhile and should be continued?			

8. Please list any suggestions that you have for improving the externship program.

____

____

____

COUNSELOR ASSESSMENT INSTRUMENT

DIRECTIONS: Below is a series of statements concerning the services that counselors should provide students. Please read each statement and respond to it in terms to the extent that it is right for you.

CIRCLE 1, 2 or 3 ACCORDINLY

As a COUNSELOR I need to help students . . .

	Need not being met	Need partically being met	Need being met
1. To know about referral agents and what help they can provide concerning employment.	1	2	3
2. To secure employment after leaving school	1	2	3
3. To be familiar with guidance services offered at their school with regard	1	2	3
4. To understand the reasons why people work	1	2	3
5. To understand how their feelings affect their working	1	2	3
6. To know what kind of jobs graduates obtain	1	2	3
7. To explore career opportunities and alternatives	1	2	3
8. To identify their career interests	1	2	3
9. To learn how occupations can affect their future way of life	1	2	3
10. To get along with others in a work setting	1	2	3
11. To involve their parents and/or other important persons in their career planning	1	2	3
12. To know what prior training would be good for a particular profession	1	2	3
13. By relating classroom subject matter to occupations	1	2	3
14. To relate their interest and abilities to their future career plans	1	2	3
15. To relate their interest to their abilities	1	2	3
16. To know the employment outlook for their career interest area	1	2	3
17. To learn about local employment opportunities	1	2	3
18. To learn how to prepare for careers in which they are interested	1	2	3
19. To apply and interview for jobs	1	2	3
20. To get more information on vocational schools	1	2	3
21. To develop their special abilities	1	2	3
22. To find courses relevant to their future	1	2	3
23. To learn what is necessary for future success and satisfaction in their work	1	2	3
24. To identify special abilities	1	2	3

25. To learn what career training is available to them while they are in high school	1	2	3
26. To know what kind of work dropouts get	1	2	3
27. To know how they can finance more schooling	1	2	3
28. To visit and/or interview workers on the job in their career interest areas	1	2	3
29. To find part-time jobs	1	2	3
30. To plan what they will do if they choose to leave school before graduation	1	2	3

DIRECTIONS TO BE READ TO STUDENT PRIOR TO ADMINISTRATION

The Counseling and Guidance Appraisal Instrument is a survey instrument administered to selected students to determine the counseling and guidance services provided in your school. It is not a test. There are no right or wrong answers. An answer is right if it is right for you. You should listen carefully to each item as it is read and mark your response on the separate answer sheet according to your needs as you view them. It is important that you consider each item independent of all other items in order for your responses to be meaningful to your school. The information obtained from this survey will be used to determine how your school's counseling and guidance services can be improved to meet the needs of its students.

TEACHER INSTRUCTIONS

1. One survey instrument is to be given to each student.
2. Read directions contained in cover page to students.
3. Ask if students have any questions concerning the directions.
4. Read each statement of the survey at least once and allow time for students to respond.

NAME ______________________________

SCHOOL ____________________________

DIRECTIONS: THIS IS A COUNSELING AND GUIDANCE APPRAISAL INSTRUMENT WHICH IS BEING ADMINISTERED TO SELECTED STUDENTS TO DETERMINE THE COUNSELING AND GUIDANCE SERVICES PROVIDED IN YOUR SCHOOL.

PLEASE READ EACH STATEMENT AND RESPOND TO IT IN TERMS TO THE EXTENT THAT IT IS RIGHT FOR YOU.

CIRCLE 1, 2 OR 3 ACCORDING TO YOUR OPINION.

DO YOU NEED HELP IN:	Need not being met	Partially being met	Need being met
1. IDENTIFYING YOUR ABILITIES, APTITUDES AND INTERESTS?	1	2	3
2. FINDING SCHOOL, JOB AND/OR MILITARY INFORMATION?	1	2	3
3. RELATING YOUR INTERESTS AND ABILITIES TO YOUR FUTURE CAREER PLANS?	1	2	3
4. EXPLORING CAREER OPPORTUNITIES AND ALTERNATIVES?	1	2	3
5. LEARNING HOW TO PREPARE FOR CAREERS IN WHICH YOU ARE INTERESTED?	1	2	3
6. CHOOSING COURSES WHICH WILL HELP YOU WORK TOWARD YOUR CAREER GOALS?	1	2	3
7. LEARNING ABOUT LOCAL EMPLOYMENT OPPORTUNITIES?	1	2	3
8. IDENTIFYING EMPLOYERS IN YOUR CAREER INTEREST AREAS?	1	2	3
9. APPLYING AND INTERVIEWING FOR JOBS?	1	2	3
10. KNOWING THE EMPLOYMENT OUTLOOK FOR YOUR CAREER INTEREST AREAS?	1	2	3

	Need not being met	Partially being met	Need being met
11. EXERCISING SELF RESPONSIBILITIES?	1	2	3
12. OBTAINING ON-THE-JOB EXPERIENCE IN YOUR CAREER INTEREST AREAS?	1	2	3
13. FINDING PART-TIME JOBS?	1	2	3
14. LOCATING COMMUNITY PEOPLE AND AGENCIES WHO CAN HELP YOU?	1	2	3
15. LEARNING HOW OCCUPATIONS CAN AFFECT YOUR FUTURE WAY OF LIFE?	1	2	3
16. UNDERSTANDING REASONS PEOPLE WORK?	1	2	3
17. LEARNING WHAT IS NECESSARY FOR FUTURE SUCCESS AND SATISFACTION IN YOUR WORK?	1	2	3
18. SECURING EMPLOYMENT AFTER LEAVING SCHOOL?	1	2	3
19. LEARNING ABOUT THE COUNSELING AND GUIDANCE SERVICES WHICH ARE AVAILABLE TO YOU WHILE YOU ARE IN SCHOOL?	1	2	3
20. LEARNING WHAT CAREER TRAINING IS AVAILABLE TO YOU WHILE YOU ARE IN HIGH SCHOOL?	1	2	3